



Unit D1VB 04 (537)

Conduct an Assessment of Risks in the Workplace

Unit Summary

This Unit is about identifying hazards in the workplace, assessing the level of risk resulting from those hazards, and making recommendations to control the risk and review the results. You need to carry out a risk assessment according to regulatory requirements.

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.

Achievement of this Unit will provide you with opportunities to develop the following SQA Core Skills:

Communication Intermediate 2

- ◆ Produce well structured written communication.

Problem Solving Intermediate 2

- ◆ Analyse a situation or issue.
- ◆ Plan, organise and complete a task.
- ◆ Review and evaluate a problem solving activity.

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.
<p>1 Identify hazards in the workplace</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Define, clearly, why and where the risk assessment will be carried out. (b) Confirm that all the information available to you on statutory health and safety regulations is up-to-date and from recognised and reliable information sources. (c) Recognise your own limitations and seek expert advice and guidance on risk assessment when appropriate. (d) Select a method of identifying hazards appropriate to the workplace being assessed. (e) Identify fully in your investigation those areas in the workplace where hazards with a potential for serious harm to health and safety are most likely to occur. (f) Identify hazards which could result in serious harm to people at work or other persons. (g) Record those hazards in a way which meets legal, good practice and workplace requirements. (h) Report the results of the process to the responsible persons in an agreed format and timescale. 	<p>Evidence of identifying hazards in the workplace in accordance with workplace procedures.</p>	

		Evidence Requirements (cont)	
2	<p>Assess the level of risk and recommend action</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Review all legal requirements that are appropriate to your workplace and working practices to ensure effective control measures are in place. (b) Confirm that industry standards and all other reasonable precautions are in place. (c) Identify hazards that could be eliminated. (d) Ensure that, for hazards that cannot be eliminated, you start your risk assessment with those hazards that are most likely to cause serious harm to people at work or other people. (e) Assess the level of risk and consider how the risks can be controlled to minimise harm. (f) List unacceptable risks in priority order including all breaches of relevant health and safety legislation and workplace procedures. (g) Prepare a risk assessment report containing recommendations for minimising risks. (h) Present the results of the risk assessment to responsible persons in the agreed format and timescale. 	<p>Evidence of assessing the level of risk and recommend action in accordance with workplace procedures.</p>	
3	<p>Review your workplace assessment of risks</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Compare the latest risk assessment to current workplace and working practices. (b) Identify, accurately, any significant differences between previous and new working practices. 	<p>Evidence of reviewing your workplace assessment of risks in accordance with workplace procedures.</p>	

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		Evidence Requirements (cont)	
3 (cont)	<ul style="list-style-type: none">(c) Investigate the action taken as a result of your recommendations specified in the latest risk assessment.(d) Identify, accurately, new hazards arising from changes in the workplace or working practices.(e) Make changes to your risk assessment in line with the review.(f) Inform, promptly, everyone affected by the changes.		

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		

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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.		
<i>Health and safety legislation</i>		
K1	The responsibilities for risk assessments as required by the Management of Health and Safety at Work Regulations 1992 and other related regulations.	
K2	Your legal duties for health and safety in the workplace as required by the Health and Safety at Work Act 1974.	
K3	Your duties for health and safety as defined by any specific legislation covering your job role.	
<i>Health and safety</i>		
K4	Effective procedures for carrying out a risk assessment.	
K5	The purpose, legal implications and importance of carrying out risk assessments.	
K6	What to do with the results of the risk assessment.	
K7	Hazards that is most likely to cause harm to health and safety.	
K8	The particular health and safety risks which may be present in your own job role and the precautions to be taken.	
K9	The importance of remaining alert to the presence of hazards in the whole work place.	
K10	The importance of dealing with or promptly reporting risks.	
<i>Specific knowledge for identifying hazards in the workplace</i>		
K11	Methods of identifying hazards including direct observation, examining records, or interviews.	
K12	The work areas and people for whom you are carrying out the assessment.	
K13	Work activities of the people in the workplace where you are carrying out the risk assessment.	
K14	Resources required for a risk assessment to take place.	
K15	Information sources for risk assessments (eg HSE publications).	
K16	Where to find expert advice and guidance.	
<i>Specific knowledge for assessing the level of risk and recommending action</i>		
K17	Your own limitations, job responsibilities and capabilities.	
K18	The work areas and people for whom you are carrying out the assessment.	
K19	Work activities of the people in the workplace where you are carrying out the risk assessment.	
K20	Resources required for a risk assessment to take place.	
K21	Effective communication methods.	
<i>Specific knowledge for reviewing your workplace assessment of risks</i>		
K22	Methods of identifying hazards.	
K23	Your own limitations, job responsibilities and capabilities.	
K24	The work areas and people for whom you are carrying out the assessment.	
K25	Work activities of the people in the workplace where you are carrying out the risk assessment.	
K26	Effective communication methods.	

Notes/Comments

Assessor signature: _____ **Date:** _____