



Unit F2L4 04 (728)

Develop Policy and Practice to Manage Health, Safety and Environmental Systems in Food Manufacture

Unit Summary

This Unit is about ensuring that your organisation's operational procedures in the areas of health, safety and environment meet the standards required under current regulations. It covers the development and setting up of new, or revising existing, health, safety and environmental management systems.

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 higher

- ◆ Produce and respond to oral communication on a complex topic.
- ◆ Produce well-structured written communication on complex topics.

Problem Solving Higher

- ◆ Plan, organise and complete a complex task.
- ◆ Review and evaluate a complex 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>Analyse potential hazards and risks in the workplace</p> <p>This means you:</p> <p>1 (a) Contribute to the development and management of health and safety and environmental monitoring systems in line with current legal requirements and organisational policy.</p> <p>(b) Use valid internal and external information in developing recommendations.</p> <p>(c) Analyse the range and type of hazards and risks associated with organisational food manufacturing process operations.</p>	<p>Evidence of analysing potential hazards and risks in the workplace in accordance with workplace procedures.</p>	
<p>Produce an action plan to control hazards and risks in the workplace</p> <p>This means you:</p> <p>2 (a) Construct an action plan which outlines proposed methods of measurements, control and elimination of hazards.</p> <p>(b) Present your recommendations concisely and convincingly and in an appropriate form to meet the needs of the user.</p> <p>(c) Encourage appropriate members of staff to contribute to the development of health, safety and environmental policies.</p>	<p>Evidence of producing an action plan to control hazards and risks in accordance with workplace procedures.</p>	

	Evidence Requirements (cont)	Evidence/ Activity Ref No.
<p>3</p> <p>Develop policy and guidelines to manage the systems</p> <p>This means you:</p> <p>(a) Report conflict between organisational and statutory requirements to the relevant people for action.</p> <p>(b) Contribute to the construction of a policy and have sought agreement on best practice and given clear guidelines covering operations within the work place.</p>	<p>Evidence of developing policy and guidelines to manage the systems 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

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 environmental management.	
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.	

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Manufacture**

Notes/Comments

Assessor signature: _____ **Date:** _____