

Programme introduction

Q Why should I do this programme?

A Every year in Britain people lose their lives and suffer injuries and ill health at work. By implementing health and safety measures effectively you can protect your own health and that of other people in the workplace.

Q How does health and safety do this?

A It enables you to know what precautions can be taken to prevent people from being injured or becoming ill. Health and safety laws enable a satisfactory working environment to be provided for everyone.

Q Why are there laws?

A Because health and safety is so important, there are laws that ensure that everyone in the workplace is protected from danger.

Programme aims

The programme that you are about to start aims to help you to become a more effective member of your organisation by exploring health and safety legislation and practical health and safety issues that may arise in your workplace. It adopts a **preventative approach to hazards** and is aimed at people who are not health and safety specialists.

Programme content

The programme has five units, all of which must be completed successfully to achieve the qualification.

Unit 1: Health and safety in the workplace

Unit 2: Fire safety principles

Unit 3: Display screen equipment (DSE) risk assessment

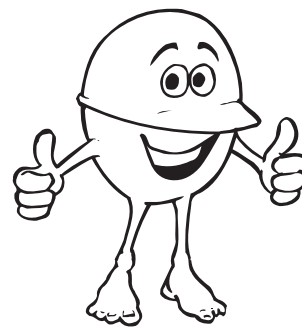
Unit 4: Control of substances hazardous to health (COSHH) risk assessment.

Unit 5: Manual handling safety at work

The learning materials that you are going to work through provide the knowledge that you need to successfully complete the assessments. Throughout this material you will also find activities for you to do. These are designed to help reinforce and apply this knowledge to your workplace. By completing them as thoroughly as you can you will prepare yourself for the successful completion of the programme.

The material is designed so that you can work through it at your own pace. However, you may need to discuss the course with your tutor and agree timescales.

Good luck with your studies!



Introduction

This unit is about the **roles and responsibilities for health, safety and welfare in the workplace**. You will also look at how risk assessment contributes to health and safety, and identify how to control risks. Finally, you will explore how to respond appropriately to accidents and incidents in the workplace.

Aims

The unit aims to enable you to:

- Understand the roles and responsibilities for health, safety and welfare in the workplace.
- Understand how risk assessments contribute to health and safety.
- Understand how to identify and control risks from common workplace hazards.
- Know the procedures for responding to accidents and incidents in the workplace.

Content

The unit is divided into four sections:

Section 1: Roles and responsibilities for health, safety and welfare in the workplace

Section 2: How risk assessments contribute to health and safety

Section 3: Identifying and controlling risks from common workplace hazards

Section 4: Responding to accidents and incidents in the workplace

Assessment

The learning materials in this booklet contain activities for you to complete, with answers so that you can check your progress. When you have worked through these activities you will be ready to complete the assessment provided in this pack, which you tutor will mark.

The assessment for this unit is:

- **Health and safety in the workplace.**

If you need any help or are in doubt regarding the assessment, please contact your tutor.

SAMPLE

Roles and responsibilities for health, safety and welfare in the workplace



In this section you will learn about:

- **Employers' and employees' duties relating to health, safety and welfare at work.**
- **The consequences of non-compliance with health and safety legislation.**
- **The requirements for training and competence in the workplace.**
- **The ways in which health and safety information can be communicated.**

Employers' and employees' duties relating to health, safety and welfare at work

Employers' and employees' duties are set out in the **Health and Safety at Work etc Act 1974**, sometimes referred to as **HASAWA**, and in other legislation created by this Act.

The Health and Safety at Work etc Act 1974 (HASAWA)

HASAWA is an Act of Parliament passed in 1974, and forms the basis of all current UK health and safety legislation.

The Act:

- Authorised the establishment of the Health and Safety Executive (HSE).
- Aims to protect the health, safety and welfare of all employees, full or part time, in all occupations.
- Aims to protect all others who may be exposed to risk from workplace activity, including all persons on an employer's premises, not only the employees.
- Emphasises the need to anticipate and prevent hazards by using risk assessments, rather than waiting for accidents to happen.

Health and safety laws apply to all employers, however small the business, and also to those who are self-employed.

General duties of your employer

Employers have the general duty to 'ensure so far as is reasonably practicable, the health, safety and welfare of their employees whilst at work'. In addition to this, a wide variety of specific duties are placed on employers by the Act and Regulations made under the Act, which require them to:

- Make your **workplace safe** and free from risks to health.
- **Assess risks** and take action to reduce them.
- **Co-operate** on health and safety matters **with other employers** using the same premises.
- Provide **information, training and supervision** for your health and safety.
- Provide adequate **welfare and first aid** facilities.
- Provide **protective clothing and equipment** free of charge.
- Set up **emergency procedures**.
- Make precautions against dangers and provide **safety signs**.
- Avoid the risk of injury from **manual handling** operations.
- **Report injuries, diseases and dangerous occurrences** to the appropriate authority.
- **Consult employees** through an appointed health and safety representative and/or safety committee about any **changes that could affect health and safety**.

Activity 1

Think about the eleven duties listed above, and in the space below note the one that you feel is the most important in ensuring your health and safety at work.

Now compare your ideas with the suggested answer at the back of this workbook.

Employers' duty to provide a health and safety policy

Under the Act, an employer must provide a health and safety policy. If there are five employees or more it must be a written policy that includes:

- A policy statement covering its aims and purpose.
- A method of implementing the policy, saying who is responsible for what.
- The arrangements for achieving the aims of the policy, such as rules and procedures.

Now explore the contents of your own health and safety policy in the following activity.



Activity 2

Obtain a copy of the health and safety policy for your workplace. Make a note of two things that it sets out to do that you feel are important for your own health and safety.

1.
2.

This exercise should have made you aware of the contents of the policy; the two things you pick out will depend on your particular work activities.

Employers' duties to other people who are not employees

Under the Act the employer must ensure that nobody on the premises is exposed to risks, and that information is provided for the public about risks from work activities – for example, ensuring that the premises are safe, including entrances and exits, and that machinery and dangerous substances are used correctly. Any harmful or offensive emissions must be prevented and made harmless.

Test your understanding by completing the following case study.



Activity 3

Sally delivers some components to a firm making shoes. As she parks her van, the front wheel gets stuck in a drain without a cover.

The reception area is being renovated and as she enters she has to step over some scaffolding poles.

“What’s going on?” she asks the receptionist.

“I don’t know. No one tells me anything,” she replies.

“What’s that funny smell?” asks Sally. “It’s making my eyes itch.”

“Oh, that – they’re burning rubber off-cuts somewhere. It’s always like that,” she replies.

How is this employer failing in their duties to Sally? Note your ideas in the space below.

Now check your answers against those at the back of this workbook.

Employees’ duties under the Health and Safety at Work etc Act 1974, and other legislation created by the Act

In addition to employers’ duties, HASAWA also sets out duties for **all employees**.

General legal duties are:

- To take reasonable care of your own and others’ health and safety.
- To co-operate with your employer on health and safety issues by adhering to safe practices.
- To use work items correctly and in accordance with instructions and training.
- Not to tamper with, or misuse, anything provided for people’s health, safety or welfare.

LEVEL 2 AWARD IN OCCUPATIONAL HEALTH AND SAFETY

Unit 1 assessment Health and safety in the workplace

Please peel off the assessment and complete each question.
Staple together with this header sheet and return it to your tutor.

ADVICE TO ALL CANDIDATES

- Please complete your personal details and candidate statement below.
- Complete all questions in this assessment.
- Write your answers in the spaces provided. Add any additional work for any of the questions on plain paper and attach to this assessment.
- You do not need to return your completed activities in the unit – just this assessment.
- If you require any assistance or guidance please contact your tutor.

PERSONAL DETAILS

Name _____

Contact address _____

_____ Postcode _____

Telephone no. (evening) _____ (day) _____

Email (home) _____ (work) _____

CANDIDATE STATEMENT

I certify that I have read Unit 1: Health and safety in the workplace and completed all sections in this assessment.

I confirm that this is my own work.

Signature _____ Date _____

For office use only

Candidate ref: _____

Assessor: _____

IV: _____

Passed

Date _____

Re-submit

Date _____

Tutor feedback:

Written

Telephone

Personal tutorial

SAMPLE

Unit 1: Health and safety in the workplace

(The reference number in brackets at the end of each question refers to the assessment criteria within the syllabus of this qualification and is for your tutor's use.)

Section 1: Understand the roles and responsibilities for health, safety and welfare in the workplace

1. Outline employers' and employees' duties relating to health, safety and welfare at work, giving six examples of employers' duties and four examples of employees' duties. (1.1)

Employers' duties:

a)

b)

c)

d)

e)

f)

Employees' duties:

a)

b)

c)

d)

2. Outline the consequences of non-compliance with health and safety legislation. (1.2)

a) Consequences for employers who do not comply:

b) Consequences for employees who do not comply:

3. a) Outline the requirements for training and competence in the workplace.

3. b) Give four examples of the types of health and safety training that employees could receive. (1.3)

i)

ii)

iii)

iv)

4. a) Outline three ways in which employers can communicate health and safety information to their employees. (1.4)

i)

ii)

iii)

b) Outline five common methods by which employers can communicate with employees to raise their awareness of health and safety issues.

i)

ii)

iii)

iv)

v)