

Replacement unit

NVQ

HSS Unit 8: Review health & safety procedures in workplaces

This unit replaces Unit D: Review health and safety procedures in the workplace in the following qualifications:

Edexcel Level 3 NVQ in Direct Training and Support

Edexcel Level 4 NVQ in Management of Learning and Development Provision

Edexcel Level 4 NVQ in Co-ordination of Learning and Development Provision

November 2008

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New replacement unit

ENTO, the Standard Setting Body for the Learning and Development National Occupational Standards, has recently updated the following National Occupational Standard:

- Unit D: Review health and safety procedures in the workplace.

This national occupational standard is now replaced by:

- HSS Unit 8: Review health & safety procedures in workplaces.

This update will affect the following logbooks for candidates:

- Edexcel Level 3 NVQ in Direct Training Support (N012449)
- Edexcel Level 4 NVQ in Management of Learning and Development Provision (N012451)
- Edexcel Level 4 NVQ in Co-ordination of Learning and Development Provision (N012452).

Please find attached the replacement unit for the above logbooks for candidates.

HSS Unit 8

Unit summary sheet

Unit 8: Review health & safety procedures in workplaces

What is the unit about?

This unit is for a person required to review health and safety conditions in workplaces other than their own. It prepares candidates to carry out a review of Health and Safety procedures of a specified workplace to meet established procedures (laid down by the organisation for which the person conducting the review works). It will also prepare them to carry out a review to check if relevant mandatory health, safety and welfare requirements are being implemented. Candidates will be required to report and record the findings of such reviews in accordance with agreed procedures.

Evidence requirements

All evidence must be derived from performance in the workplace with no exceptions. The outcomes can be demonstrated by a combination of assessment methods for example:

- witness testimony by colleagues and line managers of the candidate's successful performance of activities in the workplace
- expert witness testimony
- professional discussion
- direct observation of the candidate in the workplace
- personal reports
- health and safety policy
- planning schedules
- work products
- communications (emails/telephone etc)
- job description
- risk assessments
- safety audit reports.

Element achievement record

NVQ title and level:				
Candidate:				
Assessor:				
Unit title: Review health & safety procedures in workplaces				
Element				
Performance criteria: You need to show that you are able to do the following:		<i>(Assessor to insert date each time competence is demonstrated)</i>		
Prepare to undertake a review of health and safety in a workplace				
1. plan a work schedule for a review of health and safety conditions in accordance with agreed procedures				
2. select methods for the review that are suitable for the workplace to be reviewed				
3. obtain authorisation for the review to take place from the person responsible for the workplace				
4. prioritise your activities in the schedule of work to meet the required timescale				
5. obtain the necessary resources in time for the review to take place				
6. brief other people involved in the review to make sure they understand its purpose and the process to be undertaken				
7. agree the documents and information to be used before conducting the review				
Carry out a review of workplace health and safety implementation				
8. make sure you wear appropriate clothing, footwear and protective equipment for the workplace you are reviewing				
9. make sure your review covers working practices in the workplace including any areas likely to need special checking				

continued overleaf...

<p>Performance criteria: You need to show that you are able to do the following:</p>	<p><i>(Assessor to insert date each time competence is demonstrated)</i></p>			
<p>Carry out a review of workplace health and safety implementation</p>				
<p>10. accurately record any differences between the content of previous records and the current situation</p>				
<p>11. identify health and safety hazards, which could result in serious harm to people in the workplace, from:</p> <ul style="list-style-type: none"> • working practices, and • the work area 				
<p>12. in consultation with the responsible person, list in priority order any non-compliance with health and safety regulations and instructions</p>				
<p>13. make recommendations to control the hazards and agree an action plan for improving health and safety</p>				
<p>14. fully record in accordance with established instructions:</p> <ul style="list-style-type: none"> • the outcomes of the review of health and safety, and • the action plan 				
<p>15. agree with the responsible people a follow-up plan for monitoring the implementation of recommendations and corrective action.</p>				

Feedback/comments:

Assessor's signature:

Date:

Candidate's signature:

Date:

Knowledge evidence record

NVQ title and level:									
Candidate:					Assessor:				
<p>Unit title: Review health & safety procedures in workplaces</p> <p>You must show that you have the knowledge and understanding for this unit. Your performance evidence might help to show this, but it is likely that you will need additional evidence (eg answers to questions). The National Occupational Standards detail the knowledge and understanding required to carry out competent practice for the performance described in this unit.</p> <p>When using the standards it is important to read the knowledge requirements in relation to expectations and requirements of your job role.</p> <p>You need to show that you know, understand and can apply in practice:</p>									
Knowledge and understanding for this unit:	Type of evidence								
	EI	O	P	WT	S	APEL	Q&A Date	EWE	PD
a. the employers' and employees' main legal responsibilities for health and safety in the workplace									
b. your responsibilities for health and safety as defined by any specific legislation covering your job role									
c. the structure of the organisation and people responsible for health and safety in the workplace under review									
d. effective procedures for carrying out a review of health and safety in workplaces									
e. how to select and use personal protective equipment									
f. the industry/occupational area in which you are carrying out the review									
g. the particular health and safety risks which may be present in people's job roles									
h. the importance of knowing the hazards and the risks which may arise in the work place under review									
i. the work areas and the job roles you are planning to review									

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Knowledge and understanding for this unit:	Type of evidence								
	EI	O	P	WT	S	APEL	Q&A Date	EWE	PD
j. what notice needs to be given before a review takes place									
k. resources required to carry out a review									
l. effective communication techniques									
m. effective interviewing techniques									
n. presentational and communication skills									
o. recording and reporting procedures									
p. how to develop post-review follow-up plans and monitoring measures.									

Feedback/comments:

The candidate has satisfied the assessor and the internal verifier that the performance evidence and criteria, the range, and knowledge and understanding requirements have been achieved.

Candidate's signature:

Date:

Assessor's signature:

Date:

Internal verifier's signature:

Date:

COLUMN KEY:	EI = EVIDENCE INDEX NUMBER	O = OBSERVATION	P = PERSONAL STATEMENT
	WT = WITNESS TESTIMONY	S = SIMULATION	APEL = ACCREDITATION OF PRIOR EXPERIENCE AND LEARNING
	Q&A = QUESTIONS & ANSWERS	EWE = EXPERT WITNESS EVIDENCE	PD = PROFESSIONAL DISCUSSION

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