



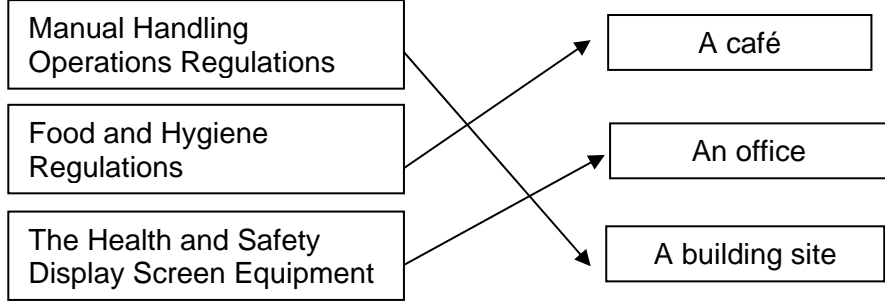
## Unit 6 Know about health and safety in the workplace

### Entry Level 3

#### Evidence requirements for centre assessors

Assessment must take place before submitting learner work to the OCR Examiner-moderator. This should be made evident by the centre assessor using annotations (i.e. ticks and comments).

Assessment criteria	Requirements
1.1 Identify some of the legal health and safety responsibilities of an employer and an employee	<p>Learners must identify <b>one</b> responsibility of an employer and <b>one</b> responsibility of an employee.</p> <p>e.g.</p> <ul style="list-style-type: none"><li>• employer must write a health and safety policy and provide health and safety training for employees and contractors in the workplace.</li><li>• employer must also provide appropriate facilities and ventilation.</li><li>• employee must read and follow the health and safety policy and cooperate with the employer to minimize hazards and risks (such as removing loose jewellery and tying back long hair).</li><li>• employee must take appropriate training and report accidents (and illness or medication, if operating machinery. Details can be found on <a href="http://www.hse.gov.uk">www.hse.gov.uk</a></li></ul>

Assessment criteria	Requirements
<p>1.2 Identify how health and safety regulations affect different workplace activities</p>	<p>Learners must identify <b>one</b> workplace, give <b>one</b> example of a workplace activity and identify <b>one</b> relevant regulation that covers these. Learners to select from, e.g.</p> <ul style="list-style-type: none"> <li>• manual handling</li> <li>• use of hazardous substances (COSHH)</li> <li>• food hygiene and safety (Food Safety Act)</li> <li>• use of display screen equipment (Health and Safety (DSE) Regulations).</li> </ul> <p>OCR Evidence Booklet, see below:</p>  <pre> graph LR     A[Manual Handling Operations Regulations] --&gt; D[A building site]     B[Food and Hygiene Regulations] --&gt; C[A café]     E[The Health and Safety Display Screen Equipment] --&gt; F[An office]   </pre> <p>Learners must give <b>three</b> examples of activities affected by regulations, e.g.</p> <ul style="list-style-type: none"> <li>• food preparation in a café</li> <li>• using a computer screen for long periods in an office</li> <li>• lifting heavy loads on a building site.</li> </ul>

Assessment criteria	Requirements
1.3 Identify how failing to follow health and safety legislation could affect an employee	<p>Learners must identify <b>two</b> consequences for an <b>employee</b>, e.g. loss of job for an employee, possible accidents.</p> <p>OCR Evidence Booklet, see below: e.g.</p> <ul style="list-style-type: none"> <li>• employee could have impaired hearing</li> <li>• employee could receive a warning from employer.</li> </ul> <p>Accept any other reasonable answer.</p>
2.1 Identify types of UK safety signs	<p>Learners must identify example of <b>three</b> types of sign by shape and colour: Warning; Prohibition and Safe Conditions and Access – by labelling, matching or another valid assessment</p> <p>If using the OCR Evidence Booklet, see below: a = 1, b = 3, c = 2.</p>
2.2 Identify manual handling practices	<p>Learners must identify the <b>three</b> steps used in lifting and handling in one workplace situation chosen from: on your own; with a colleague and use of equipment i.e.</p> <ul style="list-style-type: none"> <li>• stand close to the object</li> <li>• bend the legs, keeping the back straight</li> <li>• hold the object close to the body, gripping opposite corners.</li> </ul>
2.3 Identify fire alarm procedures	<p>Learners must identify the following procedures in the right order, i.e.</p> <ul style="list-style-type: none"> <li>• stop what you are doing</li> <li>• leave calmly by the nearest safe exit.</li> <li>• meet at the assembly point for roll call</li> <li>• re-enter the building only when told it is safe to do so.</li> </ul>

Assessment criteria	Requirements
3.1 Identify a health and safety hazard	Learners must identify <b>one</b> hazard in the workplace e.g. spillages, breakages, loud noise etc.
3.2 Identify a health and safety risk	Learners must identify <b>one</b> risk, which is the likelihood of injury or damage resulting from a hazard e.g. risks, <ul style="list-style-type: none"> <li>• for spillage, the possibility of a slip and fall</li> <li>• for breakages, the possibility of a trip or cut</li> <li>• for loud noise, the possibility of ear damage.</li> </ul> <p>OCR Evidence Booklet: Sentence 1 = Hazard Sentence 2 = Risk</p>
3.3 Identify actions that can be taken to minimise a risk	Learners must identify <b>two</b> actions to minimise risks. e.g. <ul style="list-style-type: none"> <li>• in the case of a spillage or breakage, put up a warning sign and block the hazard area, then clean up.</li> <li>• in the case of loud noise, wear ear protectors.</li> </ul> <p>OCR Evidence Booklet, e.g.</p> <ul style="list-style-type: none"> <li>• Make sure adequate training is given, knives are sharpened, or that workspace is appropriate etc.</li> <li>• Ask another person to hold the ladder, use securing equipment.</li> </ul> <p>Accept any other reasonable answer.</p>

Assessment criteria	Requirements
<p>4.1 Identify sources of health and safety support for employees in the workplace</p>	<p>Learners must identify <b>two</b> sources of health and safety support for employees in the workplace.</p> <p>e.g.</p> <ul style="list-style-type: none"> <li>• fire warden</li> <li>• first aider</li> <li>• supervisor/ line manager</li> <li>• Health and Safety Executive.</li> </ul>