

PROGRAMME TITLE: Volunteering
UNIT NO: 3
UNIT TITLE: Health and Safety
LEVEL: 2
ELEMENT NO: 3.1 Understand health and safety procedures

Learning Outcomes:	
No	<i>What the candidate must do:</i>
3.1.1	Identify health and safety policies and procedures relevant to your work
3.1.2	Correctly name and locate the people responsible for health and safety in your workplace
3.1.3	Discuss ways to improve your personal safety at work
3.1.4	Identify hazards in the workplace
3.1.5	Describe the purpose of risk assessments and how these are used in the workplace
No	<i>What the candidate must know:</i>
3.1.6	Own responsibilities and legal duties for health and safety in the workplace, including responsibilities for personal safety
3.1.7	What hazards and risks are
3.1.8	Safe working practices for your own job role
3.1.9	How and when to report any concerns about health and safety

Range (context/explanation of terms used in the learning outcomes):

personal safety: relates specifically to harm caused by other people's behaviour (differentiate from other health and safety considerations eg harm from items such as chemical substances, electricity and fire)

hazard: a situation that poses a level of threat to life, health, property, or environment. Include examples of at least 3 hazards which need to be eliminated/minimised.

risk: the chance or probability of harm or an adverse effect if exposed to a hazard. Include examples of at least 3 risks relating to general health and safety and personal safety

risk assessments: include reasons for undertaking; types of hazards; control measures to reduce risks

safe working practices: need to take into account outcomes of risk assessment and must be followed to ensure that tasks are carried out safely; should include personal safety as well as general health and safety matters

report: eg report directly to line manager; advise any shortcomings or failings in safety practice; report any risks identified or incidents witnessed

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UNIT NO: 3

UNIT TITLE: Health and Safety

LEVEL: 2

ELEMENT NO: 3.2 Follow health and safety procedures

Learning Outcomes:	
No	What the candidate must do:
3.2.1	Carry out work in accordance with organisational policy and legal requirements
3.2.2	Describe how personal presentation and behaviour protect the health and safety of self and others
3.2.3	Suggest ways to reduce risks to health and safety within the organisation or Identify examples of good practice relating to health and safety within the organisation
No	What the candidate must know:
3.2.4	The importance of risk assessment
3.2.5	The importance of environmentally-safe working practices

Range (context/explanation of terms used in the learning outcomes):

organisational policy: the procedures put in place by the organisation to ensure a safe and healthy working environment

legal requirements: laws in place that address health and safety whilst working within organisations

personal presentation and behaviour: eg use of protective footwear and dress; appropriate behaviour to avoid health and safety risks and promote personal safety

environmentally-safe: eg responsible use of chemicals; disposal of waste products

Assessment Guidance for the Unit:

Learning Outcome No	Evidence Requirements	Additional Information
All	Learner portfolio, containing worksheets, tutor observation record, line manager's testimony, learner log/diary etc	