

Entry Level 3 – Unit 6 Understanding health and safety in the workplace

Assessment guidance for centre assessors

Assessment must take place before submitting candidate work to the OCR Examiner-moderator. This should be made evident by the centre assessor using annotations (i.e. ticks and comments). Centre assessors must refer to the Teaching Content contained within the Unit specification.

Task no	Assessment criteria	Guidance
1a	1.1 Identify what health and safety in the workplace means to an individual	Candidates must give four examples of what health and safety in the workplace means to an individual. A range of examples may be provided for the candidate to select from; these should be short phrases and offer correct and incorrect options. Correct answers for the OCR evidence booklet are: 1 my boss and me; 2 report it to my supervisor; 3 workplace procedures; 4 protect me from injury
1b	1.2 Identify legal responsibilities under the Health and Safety at Work Act of <ul style="list-style-type: none"> • an employer • an employee 	Candidates must provide two employer responsibilities and two employee responsibilities. The examples provided must be different.
1c	1.3 Outline how regulations affect different workplaces and activities, to include: <ul style="list-style-type: none"> • manual handling operations • use of hazardous substances • food hygiene and safety • use of display screen equipment 	Candidates must identify four different workplaces. For each workplace, two health and safety regulations must be named. Candidates must identify one workplace activity which is affected by each piece of regulation. Candidates must outline how the regulation affects each activity. Candidates must use the four health and safety regulations listed in AC1.3.
1d	1.4 State the consequences of failing to follow health and safety legislation and regulations to: <ul style="list-style-type: none"> • the employer • the employee 	Candidates must identify two consequences of failing to follow health and safety legislation and regulations for the employer and the employee . Consequences chosen must be different.

Task no	Assessment criteria	Guidance
2a	<p>2.1 Identify United Kingdom (UK) safety signs used in different workplaces, to include:</p> <ul style="list-style-type: none"> • type • colour • shape 	<p>Candidates must give examples of two prohibition, two mandatory, two warning and two safe conditions or access safety signs. For each type of sign, candidates must also indicate the colour and the shape of the sign. Candidates may use a picture (imported from the Internet or drawn) or words to describe their chosen signs. UK signs must be in line with H&S Executive guidance.</p> <p>Answers in OCR evidence booklet: Prohibition – red – circular; Mandatory – blue – round; Warning – yellow or amber – triangle; Safe conditions or access – green – rectangle</p>
2b	<p>2.2 Identify safe methods of lifting and handling, to include:</p> <ul style="list-style-type: none"> • on your own • with a colleague • use of equipment 	<p>Three workplace situations must be given, one for each of the lifting and handling methods listed in AC2.2. For each workplace situation, candidates must list three steps they should take to safely move the load. Workplace situations may be provided by the tutor. Steps to be taken should be in the correct sequence.</p>
2c	<p>2.3 Identify the correct order of actions an individual should take in emergency situations, to include:</p> <ul style="list-style-type: none"> • fire • accident 	<p>Candidates must indicate four actions to be taken when evacuating a building. The actions must be arranged in the correct sequence. Candidates must also indicate four actions which relate to a workplace accident. The actions must be arranged in the correct sequence.</p> <p>Evacuation: answers: 2, 4, 1, 3 Accident: answers: 2, 1, 4, 3</p>
3a	<p>3.1 State what is meant in health and safety by</p> <ul style="list-style-type: none"> • a hazard • a risk 	<p>Candidates must state what is meant by a hazard and a risk. Short phrases are required.</p>
3b	<p>3.2 Identify hazards in different workplace activities</p>	<p>Candidates must identify four different workplace activities. For each activity, one potential hazard should be identified. Workplace activities may be provided by the tutor. Short phrases are required. For each activity identified in 3.2, candidates must describe the action they would take to minimise the hazard. Short phrases are required</p>

Task no	Assessment criteria	Guidance
	3.3 Describe actions needed to minimise hazards in different workplace activities	Examples of answers in OCR evidence booklet: Activity 1: goods may fall from shelving; use lower location for storage; Activity 2: slip hazard on wet floor; ensure floor is dry before collecting glassware; Activity 3: buffing machine may bump into customer; buff aisles when store is closed/not busy; Activity 4: knife might slip when concentration drops; ensure kitchen has good ventilation
4	4.1 Identify sources of support and information for employees on health and safety to include <ul style="list-style-type: none"> • internal • external 4.2 Outline how the sources of support and information could help an individual	Candidates must identify one source of support within the workplace and one source of support outside the workplace who could give them support and information on health and safety. Candidates must outline one way in which each of the above-mentioned sources of support could help.