Unit Title:	**Health and safety in a business environment**
OCR unit number:	4
Level:	1
Credit value:	2
Guided learning hours:	10
Unit reference number:	D/506/1794

Unit aim and purpose

This unit aims to develop the knowledge and skills needed to cover health and safety in a business environment. Upon completion of this unit, learners will understand their health and safety responsibilities and will know how to work in a safe way in a business environment. Learners will also be able to comply with health and safety requirements in a business environment.

Learning Outcomes	Assessment Criteria	Additional Guidance
The Learner will: 1 Understand health and safety responsibilities in a business environment	**The Learner can:** 1.1 State health and safety responsibilities of employers 1.2 State their own responsibilities for health and safety in the business environment 1.3 State the **occupational health** and safety guidelines to be followed when using a keyboard and visual display unit 1.4 Explain the importance of complying with health and safety requirements	**Occupational health** is an area concerned with protecting the health and welfare of people engaged in work or employment
2 Know how to work in a safe way in a business environment	2.1 Identify possible health and safety **hazards** in the business environment 2.2 Describe ways in which accidents can be avoided in the business environment 2.3 Outline why it is important to report hazards and accidents that occur in the business environment 2.4 Outline organisational emergency health and safety procedures	**Hazards** should include, physical, chemical, biological and psychological, with reference to the Health and Safety at Work Act

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Learning Outcomes	Assessment Criteria	Additional Guidance
3 Be able to comply with health and safety requirements in a business environment	3.1 Use **approved techniques** to prevent strain or injury when carrying out work activities 3.2 Take action to ensure that their own conduct does not endanger others 3.3 Follow **manufacturers' or organisational instructions** for the use of equipment, materials and product	**Approved techniques** may include: • Manual handling • Safe working practices **Manufacturers' instructions** may include: • Instruction leaflets • Safe and best practice usage guidelines **Organisational instructions** may include: • Occupational health assessments and guidelines • Training sessions • Manager's instructions • Memoranda
	3.4 Follow **organisational procedures** and legal requirements to minimise risks to health and safety	**Organisational procedures** may include: • Processes • Systems • Directives

Assessment

This unit is internally assessed by centre staff and externally verified by OCR Assessors.

Guidance on assessment

Skills CFA Assessment Strategy Competence units (S/NVQ)

National Occupational Standards (NOS) mapping/signposting

The mapping in the table below provides an indication of where evidence might be available for assessment against some of the knowledge and understanding contained in the national occupational standards (NOS). It does not claim to guarantee that evidence will meet the NOS.

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Occupational standards	Unit number	Title
Business & Administration (2013) National Occupational Standards:	CFABAE141	• Use occupational and safety guidelines when using a workstation

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications' (A850)* on the OCR website www.ocr.org.uk .

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