Unit Title:	**Health and safety procedures at work**
OCR unit number:	N12
Life and Living Skill Area:	World of Work
Level:	Entry 3
Credit value:	2
Guided learning hours:	20

Unit purpose and aim

This unit aims to equip the learners with the skills to be able to identify health and safety measures in their workplace and the procedures they can follow to keep safe in case of an accident or emergency.

Learning Outcomes	Assessment Criteria	Example of ways assessment criteria could be met
The Learner will:	**The Learner can:**	
1 Understand what procedures are necessary to maintain health and safety at work	1.1 Identify simple health and safety procedures at own place of work	The learner can identify simple health and safety guidance rules to be followed while taking part in their work activities. For example: washing hands before handling food items, keeping work area clean and tidy, wearing appropriate safety clothing, tying back long hair etc.
	1.2 Understand the meaning of safety signs used at own place of work	The learner shows understanding of the meaning of safety signs particular to their workplace; for example: eye protection must be worn, wet floor warning, fire exit etc. Signage may be presented in an accessible format including Braille or as raised diagrams.
	1.3 Identify safety equipment used at own place of work	The learner identifies safety equipment particular to their work environment. For example, fire blanket in kitchen area in case of pan fires, emergency stop button on machinery, hand sanitizer gel dispenser in a care home.

© OCR 2021

Learning Outcomes	Assessment Criteria	Example of ways assessment criteria could be met
	1.4 State why identified safety equipment is used	Learner shows why they would use the safety equipment they have found. For example in response to simple questions they state: protective gloves are worn to prevent burns, machinery guards are used to prevent being injured or crushed by working machinery etc. They make a simple list to show that a, fire extinguisher is used to put out fires, hand gel to stop the spread of germs etc. They produce a simple poster on workplace safety showing safety equipment and why it is used.
2 Know how to respond to an accident or emergency at work	2.1 Identify the procedures to be followed in the event of a fire alarm being activated	The learner can show they know the procedures to be followed when a fire alarm rings and/or flashes. For example, they respond to simple questions, make a simple list, produce a straightforward leaflet which explains: don't panic, leave by nearest safe exit or wait in an authorised shelter area for assistance, wait at the appropriate fire point to be accounted for.
	2.2 Identify the procedures to be followed in the event of discovering a fire	The learner can show they know the procedures to be followed when they come across a fire in the workplace. They respond to questions, take part in a role play or provide a short text based explanation which shows that they know to: raise the alarm, close fire doors if safe to do so, contact the emergency services.
	2.3 Identify procedures to be followed in case of an accident at work	The learner can show that they will follow the accident procedures particular to their workplace. They take part in a discussion, produce a simple checklist, respond to an audio/audio visual workplace training session to show that they know for example: to contact the first-aider, stay with the casualty until help arrives, describe what happened to the

© OCR 2021

Learning Outcomes	Assessment Criteria	Example of ways assessment criteria could be met
		first-aider or medical specialist, contact the emergency services.
	2.4 Identify procedures to be followed in case of an illness at work	The learner can show that they will follow the procedures particular to their workplace when someone is ill at work. For example, they provide responses to a question and answer session, simple comprehension or make a straightforward presentation to show that they know how to: they report the illness to an appropriate person, such as an occupational health/medical professional or supervisor, they stay with the person until help arrives and describe symptoms, contact emergency services etc.
	2.5 Identify a different emergency situation that could occur at work and the relevant health and safety procedures to be followed.	The learner can state one or more other emergencies which could occur at their particular workplace and state the procedures they would follow. For example: the learner responds to examples from a workplace safety manual or induction session about how to cope with a chemical spillage, and explains that they would tell supervisor, wear protective clothing, put up hazard signs etc; The learner makes a simple list of instructions about what they would do in the event of a bomb threat; tell supervisor, evacuate building, contact emergency services etc; the learner responds to questions about how to respond in the event of a missing child; close exit points, tell supervisor, inform police, provide a description etc.

Assessment

This unit may be assessed using any method, or combination of methods, which clearly demonstrate that the learning outcomes and assessment criteria have been met.

Assessment will be at Entry Level 3 and the methods will be appropriate for the learner's work environment. The assessment criteria requirement for learners to identify health and safety precautions to be undertaken at their workplace can be demonstrated through their following these instructions while undertaking activities at work. The learner may use a reference list of health and safety guidance or a checklist, presented in an accessible format, while undertaking their work activities.

The assessment methods will enable the learner to show that they are able to follow procedures to prevent accidents and emergencies as well as showing that they are able to identify the procedures they would follow in the event of an accident or emergency at work. Where learners are required to state the appropriate procedures for assessment, it is noted that statements may include any of the following: verbal, written, typed, signed, touchpad, illustrated, modelled and role play statements, as appropriate to the learner's communication needs.

Possible ways of demonstrating that the assessment criteria have been met are provided in the third column of the unit, these are examples only, learners may demonstrate their ability to meet the criteria in many other ways.

Evidence requirements

This unit aims to equip the learner with the ability to identify and follow health and safety measures particular to their work environment.

The Record of Assessment and Evidence for this unit must be completed in full and signed by the assessor to confirm the evidence is authentic and meets the requirements of the learning outcomes and assessment criteria. The completed Record of Assessment and Evidence, together with any other appropriate form of evidence that has been generated for the unit, must be submitted for moderation.

© OCR 2021