



Safe Learning in the Workplace

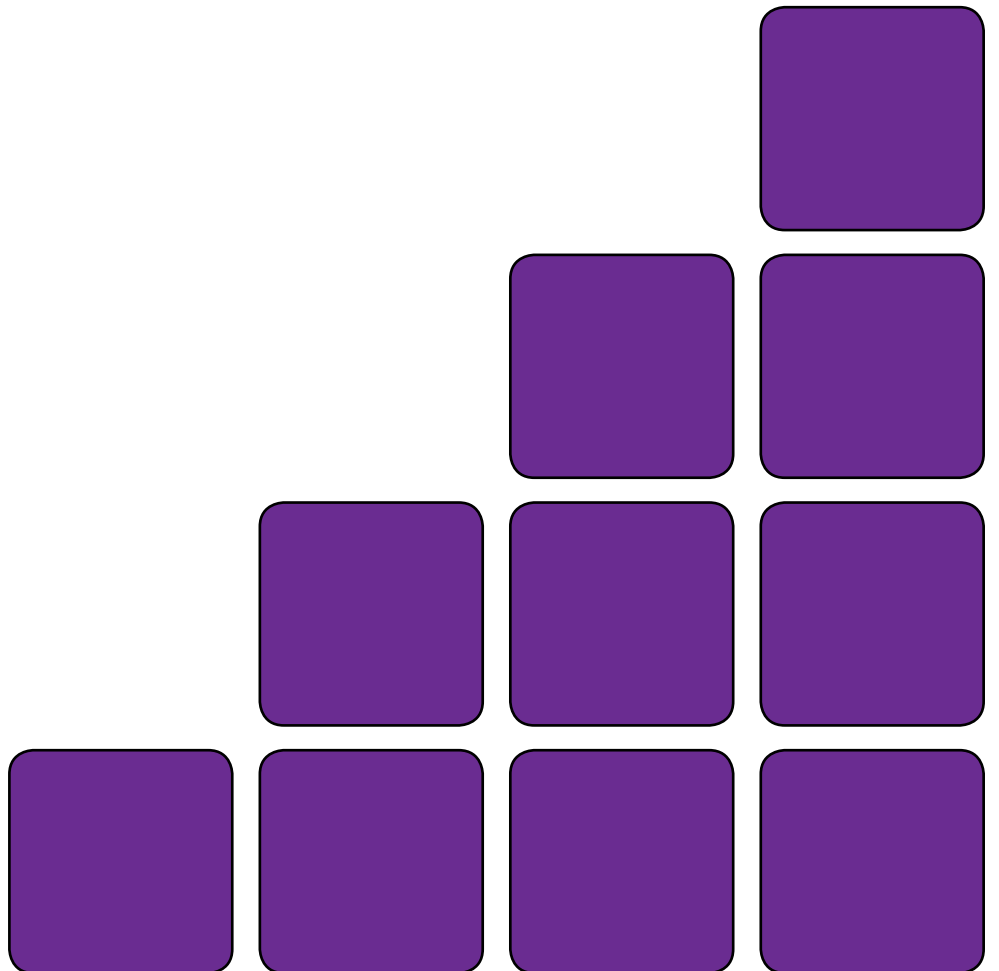
USK16

Y/506/7982

Learner name:

Learner number:

VRQ



USK16

Safe learning in the workplace

The aim of this unit is to develop your knowledge and understanding of safety legislation and working safely at work. You will learn how to identify hazards and risks when carrying out a risk assessment and know the responsibilities that people have for safety in the workplace.

Level

1

Credit value

4

GLH

23

Observation(s)

1

External paper(s)

0



Safe learning in the workplace

Learning outcomes

On completion of this unit you will:

1. Be able to carry out a risk assessment
2. Understand health and safety legislation for the workplace
3. Understand risks and hazards in the workplace
4. Know how to reduce risk in the workplace
5. Know what responsibilities people have for safety in the workplace

Evidence requirements

1. *Environment*
Evidence for this unit may be gathered within the workplace or realistic working environment (RWE).
2. *Simulation*
Simulation is not allowed in this unit.
3. *Observation outcomes*
Competent performance of Observation outcomes must be demonstrated on **at least one occasion**. Assessor observations, witness testimonies and products of work are likely to be the most appropriate sources of performance evidence. Professional discussion may be used as supplementary evidence for those criteria that do not naturally occur.
4. *Knowledge outcomes*
There must be evidence that you possess all the knowledge and understanding listed in the Knowledge section of this unit. In most cases this can be done by professional discussion and/or oral questioning. Other methods, such as projects, assignments and/or reflective accounts may also be used.
5. *Tutor/Assessor guidance*
You will be guided by your tutor/assessor on how to achieve learning outcomes in this unit. All outcomes must be achieved.
6. *External paper*
There is no external paper requirement for this unit.

Achieving observations and range

Achieving observation outcomes

Your assessor will observe your performance of practical tasks. The minimum number of competent observations required is indicated in the evidence requirements section of this unit.

Criteria may not always naturally occur during a practical observation. In such instances you will be asked questions to demonstrate your competence in this area. Your assessor will document the criteria that have been achieved through professional discussion and/or oral questioning. This evidence will be recorded by your assessor in written form or by other appropriate means.

Your assessor will sign off a learning outcome when all criteria have been competently achieved.

Achieving range

There is no range section that applies to this unit.

Guidance

For criterion 1b you need to list three possible risks and hazards in a specific workplace.



Observations

Learning outcome 1

Be able to carry out a risk assessment

You can:

- a. Carry out a risk assessment

** May be assessed by supplementary evidence.*

Observation	1	Optional	Optional
Date achieved			
Criteria questioned orally			
Portfolio reference			
Assessor initials			
Learner signature			

Developing knowledge

Achieving knowledge outcomes

You will be guided by your tutor and assessor on the evidence that needs to be produced. Your knowledge and understanding will be assessed using the assessment methods listed below*:

- Projects
- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies
- Professional discussion

Where applicable your assessor will integrate knowledge outcomes into practical observations through professional discussion and/or oral questioning.

When a criterion has been orally questioned and achieved, your assessor will record this evidence in written form or by other appropriate means. There is no need for you to produce additional evidence as this criterion has already been achieved.

Some knowledge and understanding outcomes may require you to show that you know and understand how to do something. If you have practical evidence from your own work that meets knowledge criteria, then there is no requirement for you to be questioned again on the same topic.

**This is not an exhaustive list.*

Knowledge



Learning outcome 1

Be able to carry out a risk assessment

You can:	Portfolio reference
b. List possible risks and hazards in a specific workplace	
c. Outline the procedures for reporting risks and hazards in the workplace	



Learning outcome 2

Understand health and safety legislation for the workplace

You can:	Portfolio reference
a. State why health and safety legislation is important in the workplace	
b. Identify the health and safety laws that apply to different workplaces	



Learning outcome 3

Understand risks and hazards in the workplace

You can:	Portfolio reference
a. Define the term hazard in the workplace	
b. Define the term risk in the workplace	
c. Identify examples of hazards in different workplaces	
d. Identify examples of risks in different workplaces	



Learning outcome 4

Know how to reduce risk in the workplace

You can:	Portfolio reference
a. Outline how aspects of personal behaviour can reduce risk in the workplace	
b. Outline aspects of different workplace environments which could cause harm	
c. State the importance of using personal protective equipment (PPE) in the workplace	
d. State why risk assessment is important in reducing risk in the workplace	



Learning outcome 5

Know what responsibilities people have for safety in the workplace

You can:	Portfolio reference
a. Outline the responsibilities of a health and safety representative in the workplace	
b. Identify the benefits of having nominated first aiders in the workplace	
c. Outline inappropriate and unsafe behaviour in the workplace	
d. Detail the steps to be followed in case of: <ul style="list-style-type: none"> • fire • accident • emergency 	

Notes

Use this area for notes and diagrams