

Golf Course Manager

UNIT 31

Develop procedures for health and safety in the workplace

Overview

The aim of this unit is to provide the learner with the knowledge, understanding and skills required to ensure that the workplace is a healthy and safe environment by identifying where risk exists in the workplace and taking the appropriate action.

	Learner Outcomes		Assessment Criteria
	The learner will:		The learner can:
1	be able to ensure a healthy and safe workplace	1.1	develop health and safety procedures that meet legal and organisational requirements
		1.2	identify people whom other people must: <ul style="list-style-type: none">• report accidents to• report identified health and safety risks to• seek first aid treatment from
		1.3	identify how health and safety data will be recorded in line with legal requirements
		1.4	develop health and safety training plans appropriate to the workforce and in line with legal requirements
		1.5	ensure the health and safety procedures are communicated to all people in the workplace in the appropriate manner
		1.6	identify any changes within the workplace or as a result of legal regulations or guidelines that affect your working practices
		1.7	notify all people in the workplace promptly of any changes to health and safety procedures

2	be able to conduct a risk assessment in the workplace	2.1	identify why and where risk assessment will be carried out
		2.2	ensure that you have the relevant up-to-date information to carry out risk assessment
		2.3	seek expert advice when necessary
		2.4	identify hazards that could result in harm to staff or other people in the workplace
		2.5	record hazards in a way that conforms with legal and workplace requirements
		2.6	report the results of your risk assessment to the appropriate person in the agreed manner
3	know and understand how to manage a healthy and safe workplace	3.1	describe the work area and people for whom they are responsible
		3.2	describe the information available relating to health and safety and how to access it
		3.3	explain any specific health and safety procedures covering their job role
		3.4	explain how to conduct an effective health and safety review
4	know and understand how to conduct a risk assessment	4.1	explain their legal and organisational reporting responsibilities in relation to health and safety
		4.2	describe the difference between a hazard and a risk and how to assess risk
		4.3	explain measures that can be implemented to control risk
		4.4	describe the work activities of the people in the area where they are carrying out the assessment
		4.5	describe the importance of assessing risks from new and non routine work activities
		4.6	explain how the disposal of hazardous and non hazardous waste should be managed
		4.7	identify information sources for risk assessment
		4.8	explain where to find expert advice

		4.9	describe their responsibility for maintaining health and safety records
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