

# Golf Course Supervisor

## UNIT 13

### **Promote, monitor and maintain health, safety and security**

#### **Overview**

The aim of this unit is to provide the learner with the knowledge, understanding and skills required for monitoring and maintaining the safety and security of the workplace. It also covers carrying out risk assessments, promoting good standards of health and safety and understanding how to deal with any accidents or health emergencies.

	<b>Learner Outcomes</b>		<b>Assessment Criteria</b>
	<b>The learner will:</b>		<b>The learner can:</b>
1	be able to monitor and maintain the health, safety and security of the work area	1.1	carry out risk assessments in accordance with relevant legal and organisational requirements
		1.2	evaluate the risks which have been identified and implement appropriate control measures
2	be able to promote good standards of health and safety	2.1	ensure appropriate clothing and protective equipment is worn which is consistent with recognised health and safety practice and in line with risk assessment
		2.2	communicate any health and safety precautions that are being applied in the work area to others entering the area
		2.3	use approved safe methods of lifting and handling when carrying out work
		2.4	ensure standard procedures for personal hygiene are followed at all times
		2.5	adopt safe systems of work which are consistent with organisational procedures and the findings of the risk assessment

		2.6	take appropriate action if there is a danger of accidents or injury
3	be able to respond to health emergencies within the work area	3.1	implement procedures safely, correctly and without delay in an emergency situation
		3.2	summon assistance immediately for any health emergency and initiate action appropriate to the condition and situation
		3.3	give assistance as required within the limits of your capability, including suitable verbal support
		3.4	make the immediate vicinity as safe as possible
4	know and understand how to monitor and maintain the health, safety and security of the work area	4.1	explain the legal and organisational responsibilities in relation to health, safety and security covering: <ul style="list-style-type: none"> <li>• people</li> <li>• equipment and materials</li> <li>• the work area</li> </ul>
		4.2	explain the importance of carrying out risk assessments for all work activities including assessing risks from new and non-routine activities
		4.3	explain the importance of assessing security issues associated with the work area covering: <ul style="list-style-type: none"> <li>• bio security</li> <li>• building security</li> <li>• data security</li> <li>• personal security</li> </ul>
		4.4	describe how to carry out and evaluate a risk assessment
		4.5	explain the hierarchy of measures to control risks (including elimination, substitution, relevant engineering controls, safe systems of work, training/instruction and personal protective equipment
		4.6	outline safe systems of work when people are working alone or at risk of abuse
		4.7	explain safe methods and systems of working with hazardous materials and equipment in line with relevant legislation

		4.8	explain how hazardous and non-hazardous waste should be managed in line with legislation
5	know and understand how to promote good standards of health and safety	5.1	explain the methods of communicating health and safety precautions to others entering the work area
		5.2	explain how good standards of health and safety contribute to the management and efficiency of businesses or organisations
6	know and understand how to deal with health emergency situations	6.1	describe the types of accidents or incidents which may occur and the correct action to take
		6.2	explain the importance of not carrying out actions beyond own capabilities
		6.3	explain the potential risks to others from an emergency situation
		6.4	explain the reason for offering support and help to others involved in the accident or incident and how this should be achieved
7	know and understand the records required and their importance	7.1	explain the responsibility for and types of records required and the importance of accurate record keeping
		7.2	explain the relevant legislative requirements for completing records of accidents and incidents