RAF Cosford Specialism Management Training 1 Level 3 Award

Completion Pack | October 2024 | Version 4
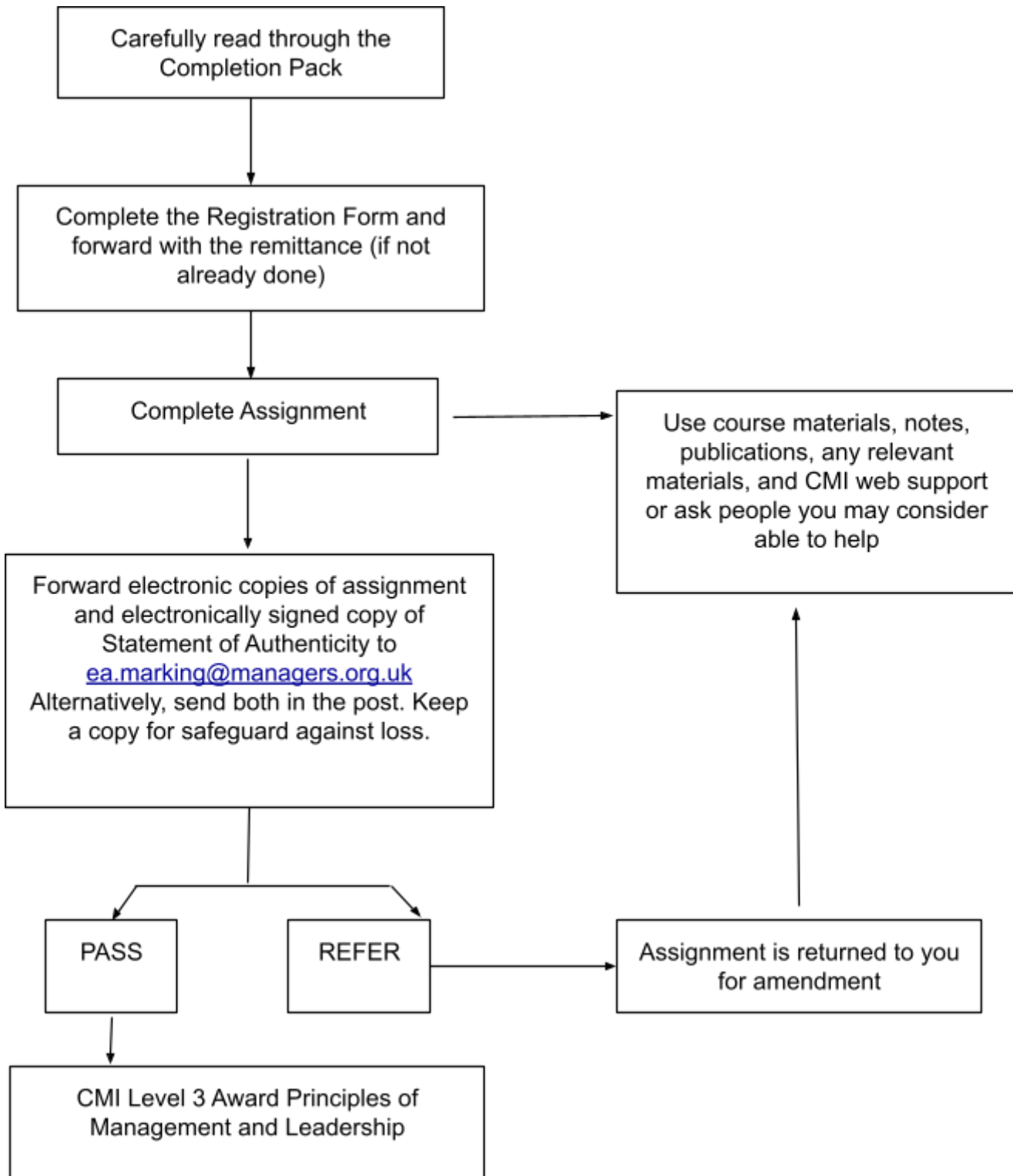
CMI
Chartered
Management
Institute

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┌─────────────────────────────┐
│   Carefully read through the │
│       Completion Pack        │
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               ▼
┌─────────────────────────────┐
│ Complete the Registration    │
│ Form and forward with the    │
│ remittance (if not           │
│ already done)                │
└─────────────────────────────┘
               │
               ▼
┌─────────────────────────────┐          ┌──────────────────────────────┐
│    Complete Assignment       │─────────▶│ Use course materials, notes, │
└─────────────────────────────┘          │ publications, any relevant   │
               │                          │ materials, and CMI web support│
               ▼                          │ or ask people you may consider│
┌─────────────────────────────┐          │         able to help         │
│ Forward electronic copies of │          └──────────────────────────────┘
│ assignment and electronically│                         ▲
│ signed copy of Statement of  │                         │
│ Authenticity to              │                         │
│ ea.marking@managers.org.uk   │                         │
│ Alternatively, send both in  │                         │
│ the post. Keep a copy for    │                         │
│ safeguard against loss.      │                         │
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        ▼            ▼                                    │
   ┌────────┐   ┌────────┐        ┌──────────────────────────────┐
   │  PASS  │   │ REFER  │───────▶│ Assignment is returned to you│
   └────────┘   └────────┘        │       for amendment          │
        │                         └──────────────────────────────┘
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┌─────────────────────────────┐
│ CMI Level 3 Award Principles │
│  of Management and Leadership│
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The Chartered Management Institute (CMI) has undertaken detailed mapping of the MOD service courses with a view to recognising them against nationally recognised qualifications. CMI has fully recognised that your course meets some of the requirements for the CMI Level 3 Award in Principles of Management and Leadership.

- The CMI Level 3 Award in Principles of Management and Leadership comprises completing the following unit 315 to a minimum of 40 TQT/4 credits.

Note: You may register for this qualification but this must be clearly indicated on the Registration Form. Combining qualifications will increase personal cost, though this may be substantially reduced if SLCs can be used.

To acquire the CMI Level 3 Award in Principles of Management and Leadership, you must complete and submit one the following assignment (315), comprising a number of tasks, as contained in this completion pack.

The qualifications are immediately transferable to, and acknowledged by, the civilian business world as a benchmark qualification expected for a team leading management position. The qualifications are commended to all students as an extremely valuable addition to your in-service qualifications.

Qualification Registration Duration

Qualification Structure	Period of Registration
Award	Up to 12 Months
Certificate	Up to 36 Months
Diploma	Up to 36 Months
Extended Diploma	Up to 36 Months

It is very important that you contact CMI by telephone: +44 (0) 1536 207496 before this time if you are encountering difficulties (see below).

There are no refunds for lapsed candidates.

SUPPORT FOR GAINING CMI QUALIFICATIONS

This CMI qualification Completion Pack provides you with the support information you need for the External Assignment.

For the duration of your qualification programme you receive complimentary 'Affiliate Membership' of CMI, enabling you to access a wide range of support material on the CMI website and ManagementDirect. If you are already a member you cannot claim a refund of membership fees.

NOTE: If you have not previously registered on the CMI Website you now need to do so using the information contained in your CMI Welcome Letter.

We ask where possible for you to access on personal devices and networks to prevent any issues with MOD security and firewalls.

How do I get started and access my learning resources?
1. Click here to set your password
2. Follow the on-screen instructions
3. Click here to access ManagementDirect
4. Username is the email as registered with CMI

Once logged in to ManagementDirect, use the following steps to access support for:

Unit 315
- Opening Screen - Click on Qualification Support* for Level 3 Award in Principles of Management and Leadership
- Next Screen - Click View Qualification
- Next Screen - Scroll to find Unit 315
- Select 'Mapped Resources to Learning Outcomes (LOs)' or Key Resources

Between the LOs there are links to 'View Resources'. By 'clicking' these open you will find comprehensive support for the appropriate LO. Resources include documents, checklists, video clips and recommended reading. Note that there may be some duplication of resource references as the LOs are interrelated.

*If you do not have a link to Qualification Support please contact the team (see below)

Unsure about anything?
Please contact CMI on: +44 (0) 1536 207496 during office hours (0900-1700 hours Monday to Friday), or mod.qualifications@managers.org.uk

UNIT COMPLETION REQUIREMENTS

You are required to complete the following unit assignment to obtain the 'standalone' CMI Level 3 Award in Principles of Management and Leadership.

Guidance on completing the assignment and submitting your work to CMI are on the following pages. You are also encouraged to submit a reflective statement of no more than 300 words (in addition to the assignment word count) describing the value and knowledge gained from undertaking the assignment. This statement will not be assessed; however it encourages you to review the value and application of your learning.

CMI Level 3 Award in Principles of Management and Leadership	Credits	Actions
Unit 315 - Principles of Health and Safety in a Work Setting	6	● Register for the Qualification ● Complete assignment(s) ● Submit electronic copies of assignment(s) including signed copy of Statement of Authenticity ● Keep a copy for safeguard against loss

QUALIFICATION REGISTRATION

If you have not already done so, you need to register for each of your selected qualifications. All registration forms must be accompanied by evidence that you have successfully completed your RFA Management and Leadership course (copy of the relevant section of your end of course certificate signed off by an officer of SO2 rank), and the requisite remittance (cheque or credit card details). Send this to the CMI at the address shown on the form.

SUBMISSION OF ASSIGNMENTS

Submitting your work for:

CMI Level 3 Award in Principles of Management and Leadership

Submission directly to CMI Marking Services

Once you have completed all assignments, you must forward them, along with a signed copy of the Statement of Authenticity (as a single file with your completed Statement of Authenticity as the first page) by e-mail to ea.marking@managers.org.uk

The main body of the email should include the following: full name, P number, unit and submission number i.e Assignment Blogs_P123456_Unit_number_submission number.

You are strongly advised to keep a copy of your assignment to safeguard against loss; your assignment will not be returned to you but will be destroyed by safe and confidential means.

Please note that CMI does offer a paper based assessment service for learners who are unable to provide an electronic copy. Post the assignment along with your signed Statement of Authenticity to:

External Assignments/MOD,
Awarding Body,
Management House,
Cottingham Road,
Corby,

Northamptonshire NN17 1TT.

PASS: If a pass is achieved, the Institute will issue you with your qualification certification and your units / credit certificate along with an offer of graded membership of the Chartered Management Institute. This level of membership may be lower than that offered by the MOD guaranteed membership scheme – you can opt for either.

REFERRAL: If your assignment does not meet the pass standard, it will be returned to you with guidance notes for completion. You must meet the additional requirements before re-submitting the assignment. You will be allowed two further re-submissions.

Following two Referrals for your assignment, a Resubmission Fee of £20 (+ VAT) will be payable to CMI before work is reassessed. For more information please contact ea.marking@managers.org.uk or call 01536 207496 option 1.

ASSESSMENT GUIDANCE FOR LEARNERS

CMI provides a comprehensive external quality assessment service. Currently all units within the Management and Leadership qualifications from Level 2 to 7 have an assignment brief available.

CMI provides a six week service level on all assignments received.

Learners are required to complete all tasks and Assessment Criteria.

ASSESSMENT GUIDANCE

Submission directly to CMI EA Marking

All work must be submitted in a single electronic document (.doc file). The document must be marked with your full name, P number and unit number. Electronic assignments should be sent to ea.marking@managers.org.uk

Please note CMI do offer a paper based assignment service for learners that are unable to provide an electronic copy only. Please post the assignment to External Assignments, Awarding Body, Management House, Cottingham Road, Corby, Northamptonshire, NN17 1TT.

The assignment should be your own work and not direct copies of theories or models. Any models described and other quotes used must be properly attributed and referenced as appropriate. Learners must acknowledge or reference any sources that have been used to complete the assignment, listing reference material and web sites used, appendices must not be included.

Learners are encouraged to produce a reflective statement of no more than 300 words (which does not count towards the final word count), describing the value and knowledge gained from undertaking this assignment. The reflective statement is not assessed; however it encourages you to review the value and application of your learning.

PLAGIARISM & COLLUSION

In submitting the assignment the learner must complete a statement of authenticity (included in the Completion Pack) confirming that the work submitted for all tasks is their own and does not contravene CMI policies including word count and plagiarism.

Academic offences, including plagiarism and collusion, are treated very seriously. Plagiarism involves presenting work, excerpts, ideas or passages of another author without appropriate referencing and attribution. Collusion occurs when two or more learners submit work which is so alike in ideas, content,

wording and/or structure that the similarity goes beyond what might have been mere coincidence. Plagiarism and collusion are very serious offences and any learner found to be copying another learner's work or quoting work from another source without recognising and disclosing that source will be penalised.

In submitting their assignment for the unit, and completing the relevant statement of authenticity, learners are confirming that the work submitted for all tasks is their own and does not contravene the CMI policies including word count, plagiarism and collusion. CMI reserves the right to return assignments if the necessary statements of authenticity have not been completed.

Learners found to be in breach of these regulations will be reported to the relevant CMI contact for deliberation. The learner will be notified in writing of the outcome of the investigation. In the event that a learner is found to have perpetrated malpractice, the learner will be withdrawn from his/her qualification immediately; fees will not be refunded, the relevant Regulatory Body will be informed and membership of the CMI will be withdrawn.

APPENDICES

Appendices should not be included. All use of tables, graphs, diagrams, Gantt charts and flowcharts should be incorporated into the main text of the assignment. Any published secondary information such as annual reports and company literature, should be referenced in the main text of the assignment but not included.

CONFIDENTIALITY

Where learners are using organisational information that deals with sensitive material or issues, they must seek the advice and permission from that organisation about its inclusion in an assignment. Where confidentiality is an issue, studying members are advised to anonymise their assignment so that it cannot be attributed to that particular organisation.

WORD COUNT POLICY

In total, it is required that your assignment should be between 2000-2500 words. Learners must comply with the required word count, within a margin of +10%.These rules exclude the index (if used), headings, information contained within references and bibliographies. When an assessment task requires learners to produce presentation slides with supporting notes, the word count applies to the supporting notes only.

Where a learner's work has contravened the word count policy, it will be reviewed by the Marker and Lead Moderator before a final decision is made.

REFERENCING & PROFESSIONALISM

A professional approach to work is expected from all learners. Learners must therefore identify and acknowledge ALL sources/methodologies/applications used. The learner must use an appropriate referencing system to achieve this. Whilst marks are not awarded for the use of English, the learner must express ideas clearly, succinctly, and ensure that appropriate terminology is used to convey accuracy in meaning.

INSTRUCTIONS & INFORMATION FOR LEARNERS

The external assignment is set and assessed by the Chartered Management Institute. It is designed to assess your achievement of all the Learning Outcomes and associated assessment criteria in the relevant unit of the qualification you are undertaking.

You should make sure that you plan your work carefully, to ensure that you cover all the requirements of the assignment, and complete it within the time limit specified.

Your statements, in answer to the tasks, need to be prefixed with the specific task number and unit title. This will help you keep on track and should ensure you address the details. Work submitted without a task prefix will be returned unmarked. Your statements should not be just a description of workplace activities but should include what you have learned from your programme of study. In other words you need to show how you can relate what you have learned to day-to-day management activities.

You must submit your work as a single electronic word document (.doc file). You should mark the assignment with your name, learner number, the unit number, your Centre name – Royal Fleet Auxiliary (RFA) - and a brief description of the context in which the assignment was undertaken. You may include a title page if you wish. You must show a total word count on the front page of your assignment. You are strongly advised to keep a copy of your completed assignment before you submit it for assessment – the copy you submit will not be returned to you. Your assignment may be kept by the CMI for quality assurance purposes. Any assignment not kept for quality assurance will be securely destroyed.

CMI will assess your assignment, and the result will be sent to you, normally within 6 weeks of receipt by the Institute.

If your assignment is assessed as referred, notification will be sent to you with an indication of the areas to be addressed. You may resubmit an assignment on a further two occasions during your period of registration as a CMI learner.

If there is anything in these instructions or in the assignment itself which you do not understand, please seek guidance from CMI by phone on 01536 207496.

UNIT 315

Assignment Brief: Principles of Health and Safety in a Work Setting

LEARNER INSTRUCTIONS

Click here to download the Assignment Brief.

Each task in this assessment booklet has been developed to enable you to evidence achievement of the learning outcomes and assessment criteria for **CMI 315: Principles of Health and Safety in a Work Setting.** Each of the assessment criteria must gain a pass outcome for you to successfully achieve the unit.

Preparation for the assessment

- Before you begin the assessment booklet please read the **CMI 315** unit specification thoroughly as only the content related to the achievement of the assessment criteria will be assessed.
- Research the topics being assessed. Suggested reading/web resources are provided on the **CMI 315** unit specification. Your tutor may signpost you to relevant resources. Additionally, you may access excellent online resources at ManagementDirect https://members.md.cmi.org.uk. Please note that if you have a customised site the link will differ, please contact your Centre for clarification.
- If you are enrolled on the Trailblazer Apprenticeship programme you are encouraged to review the Apprenticeship Standard for Team Leader/Supervisor.

Completing the assessment booklet

- The assessment booklet contains a series of tasks which are clearly referenced to the relevant assessment criteria and indicative content.
- Refer to the Assessment Guidance Table at the end of the assessment booklet which outlines the requirements for a Pass or Refer.
- Evidence must be provided in the main body of the assignment booklet. Additional work based evidence such as plans or documentation (which has been referred to within the main text) should be included at the end of the booklet marked 'Work Based Evidence'. Appendices are not a requirement of this assessment brief. If appendices are included these will not be marked or moderated by the CMI.
- Work based evidence must be accompanied by a supporting statement in the learner evidence box, to explain the link to the assessment criteria. Work based evidence (where required by the task) must not exceed SIX (6) pages. Files embedded in the booklet must not exceed 10MB.
- The assessment booklet must be completed in a professional manner (e.g. applying business conventions for writing formal reports) and by using Microsoft Word, Rich Text Format or another compatible software programme.
- The assessment booklet must be saved as a word document (.doc or .docx) and not in a PDF format.
- An appropriate referencing system (such as Harvard Referencing) must be used to ensure the original source(s) of quotations or models can be verified.
- Finally, you must sign the Learner Authenticity statement (an electronic signature is accepted).

Learner support

For information regarding policies and procedures for assessment (e.g. special assessment arrangements, learner support, appeals, complaints, certification, confidentiality, plagiarism) you should contact your tutor or Centre manager and refer to the CMI Level 3 in Principles in Management and Leadership Syllabus.

Learner name:		Learner no:		Centre name:	
Date:		Batch no:		Qualification:	

Learner statement of authenticity:	I confirm that the attached completed assignment is all my own work, and does not include any work completed by anyone other than myself. I have completed the assignment in accordance with the Institute's approved instructions.

	Tick here to opt out	I consent for this assignment to be used for assessment standardisation and where appropriate, for the dissemination of good practice, on the understanding that the content is anonymised.

Signed:		Date:	

Centre statement of authenticity:	On behalf of <CENTRE NAME>, I confirm that the above mentioned learner is registered at the centre on a Chartered Management Institute (CMI) programme of study. The candidate is, to the best of my knowledge, the sole author of the completed assignment.
Name:		Job Title:	
Signed:		Date:	

GUIDELINE WORD COUNT

The written word, however generated and recorded, is still expected to form the majority of accessible work produced by Learners at Level 3. The amount and volume of work for this unit should be broadly comparable to a word count of **2000-2500** words within a margin of +/-10%. The excessive use of word count is not grounds for referral, however the CMI reserves the right to return work to the Centre for editing and resubmission by the Learner.

The following are excluded from inclusion in word count if used and not required by the assessment brief an introduction to a job role, organisation or department, index or contents pages, headings and subheadings, diagrams, charts and graphs, reference list or bibliography, reflective statement drawn from undertaking the assignment and how this has impacted the learners work.

Please see the CMI Assessment Guidance Policy for further guidance.

Health and safety is important as it protects the well-being of employees and customers. There are serious, legal, financial, and reputational consequences if neglected. The aim of this unit is to equip managers with an understanding of their statutory and organisational responsibilities in making the workplace safer.

TASK 1: The purpose and benefits of health and safety in the workplace

An important task for managers is to be able to explain the purpose and benefits of safety in the workplace.

> *To complete Tasks 1a and b you are encouraged to use well-chosen examples from an organisation/team you know well or have researched.*

TASK 1A

In your own words, explain the **purpose** of health and safety in the workplace.

(Refer to AC1.1 Explain the **purpose** of health and safety in the workplace *and the Indicative Content for this AC)*

> **INSERT YOUR ANSWER HERE:**

TASK 1B

Complete the table below by explain the **benefits** of health and safety for individuals, the team and the organisation.

(Refer to AC1.2 Explain the **benefits** of health and safety *and the Indicative Content for this AC)*

> **COMPLETE THE TABLE:**

Individuals	
Team	
Organisation	

TASK 2: Legal requirements in relation to health and safety in the workplace

In this task, you are required to evidence your understanding of legal requirements in relation to health and safety in the workplace.

> *To complete Tasks 2a and b you are encouraged to use well-chosen examples from an organisation/team you know well or have researched.*

TASK 2a

Research **FIVE (5)** pieces of current health and safety **legislation** and explain the **obligations** each piece of legislation places on an organisation, using the table below.

NB: The first three pieces of legislation have been pre-selected for you.

(Refer to AC2.1 Explain the **obligations** health and safety **legislation** places on an organisation *and the Indicative Content for this AC)*

COMPLETE THE TABLE::

	Legislation	Obligation the legislation places on an organisation
1.	**The Health and Safety at Work Act, 1974*** **Including subsequent amendments/change*	
2.	**Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013 (RIDDOR)*** **Including subsequent amendments/change*	
3.	**Control of Substances Hazardous to Health Regulations, 2002 (COSHH)*** **Including subsequent amendments/change*	
4.		
5.		

TASK 2b

There is a range of legislation which has been developed for specific industries/occupations to safeguard staff and/or customers. Examples include background checks for people providing care and support for vulnerable people and setting minimum age requirements for using equipment or selling alcohol.

Using examples, outline **TWO (2) supplementary legal requirements** which apply to different industry sectors.

(Refer to AC2.2 Outline the **supplementary legal requirements** which apply to different industry sectors *and the Indicative Content for this AC)*

INSERT YOUR ANSWER HERE:

1.	
2	

TASK 3: The risk assessment process

It is important for a manager to understand the risk assessment process, in order to manage and improve health and safety in the workplace.

> *To complete Task 3a you are encouraged to use well-chosen examples from an organisation/team you know well or have researched.*

TASK 3a

In your own words, explain the difference between a **hazard** and a **risk**.

(Refer to AC3.1 Explain the difference between a **hazard** and a **risk** *and the Indicative Content for this AC)*

> INSERT YOUR ANSWER HERE:

SCENARIO

> **Site development for DKM&X:** *DKM&X is a large industrial company that manufactures tools and equipment. The company operates on a shift system and is fully operational six days of the week.*
>
> *450 staff are based at its UK headquarters. The company has various departments including a design shop, distribution centre, workshop, administrative and management offices, canteen and reception. The site is currently being expanded to increase production and contractors are actively re-developing the offices whilst business continues as usual.*
>
> *The timeline for completing the expansion of the site is looming and there is a great deal of concern that the deadline for completion will not be met.*
>
> *You lead a small team within the distribution centre. Your team consists of full time and part time staff with different working patterns. A key part of your role is to manage the safe working practices of your team.*

> *To complete Tasks 3b, 4a and 4b you may choose to use this scenario to support your answer. Alternatively, you may choose to use well-chosen examples of how to conduct a risk assessment that has been carried out in an organisation/team you know well or have researched.*

TASK 3b

Explain how to conduct a work based **risk assessment**.

(Refer to AC3.2 Explain how to conduct a work based **risk assessment** *and the Indicative Content for this AC)*

> INSERT YOUR ANSWER HERE

TASK 4: How to respond effectively to a health and safety emergency

It is important to plan for health and safety emergencies to ensure that these can be effectively managed.

To complete Tasks 4a and 4b you may choose to use the scenario on page 8 to support your answer. Alternatively, you may choose to use well-chosen examples of how to respond effectively to a workplace health and safety emergency in an organisation/team you know well or have researched.

TASK 4a

Using examples, identify **THREE (3)** workplace health and safety emergencies that could cause a threat to life.

(Refer to AC4.1 Identify a **range** of workplace health and safety emergencies *and the Indicative Content for this AC)*

INSERT YOUR ANSWER HERE:

1.	
2.	
3.	

TASK 4b

It is important to take appropriate action to manage an emergency when it occurs and once it has ended.

Explain the **immediate action** required by you as the manager in response to **ONE (1)** emergency identified in task 4a and summarise the **next steps** you would take following the incident.

(Refer to AC4.2 Explain the **immediate action** required of by the manager in response to an emergency, AC4.3 Summarise the **next steps** in response to an emergency *and the Indicative Content for these ACs)*

COMPLETE THE TABLE:

Identify emergency *NB: you must use **ONE (1)** emergency identified in task 4a*	
Explain the immediate action required	
Summary of the next steps in response to identified emergency	

REFERENCE AND BIBLIOGRAPHY

Use the box below to cite any external sources used in your assessment:

STATEMENT OF AUTHENTICITY

Click here to download the Statement of Authenticity form.

This statement must be completed and electronically attached to the completed assessment submitted to CMI. Any pieces of work that do not have this signed statement/declaration are inadmissible and will be returned to the Centre.

Section 1 -

Qualification Title	
Unit Number and Title	
Centre Name	
Learner Name	
Learner CMI Number	

I _____ confirm that the work submitted is my own and that I am the sole author of this completed assessment and Sections 1 & 2 of this form have been checked and completed before submission. I have referenced/acknowledged any sources of information and Artificial Intelligence (AI) tools used in the submission; in line with the Qualification Handbook, CMI's Assessment Guidance Policy and CMI's Plagiarism, Collusion and Artificial Intelligence (AI) Statement.

I consent to this assessment, or any extract from it, to be anonymised following which it may be used for assessment standardisation and, where appropriate, for the dissemination of good practice. The assessment will be kept in accordance with GDPR, if you have any concerns regarding this, please refer to our **Data Privacy Policy**	**Tick here to opt-out**	

Section 2 -

Requirement prior to submission	Learner Signature / Initial to confirm
The Assessment Criteria (AC) have been used as headings or I have indicated or sign-posted within my work where each AC has been met.	
Word count is shown on the front sheet and is within the CMI guidelines for the unit.	
All answers relating to the Assessment Criteria (AC) are contained within the body of the text.	
Learner name and CMI membership number are identified on each page within the assessment (header or footer) and each page is numbered.	
All work that is <u>not</u> my own is clearly indicated and referenced using a formal referencing system.	
The work has been reviewed for spelling and grammar.	
Where work has been translated, the accuracy of the translation has been checked.	
I understand that CMI may use plagiarism software in the detection of plagiarism, collusion and AI misuse for this submission.	

I understand that a false declaration is a form of malpractice.

Learner Signature*	
Date (DD/MM/YYYY)	

Please note electronic signatures are accepted

Ofqual unit number	H/615/8909
RQF level	3
Guided learning hours	24
Total unit time	60
Credits	6
Aims of unit	Health and safety is important as it protects the well-being of employees and customers. There are serious, legal, financial, and reputational consequences if neglected. The aim of this unit is to equip managers with an understanding of their statutory and organisational responsibilities in making the workplace safer
Keywords	Legal requirements, guidelines, policies, procedures, purpose, benefits, hazard, risk assessment, damage.

Learning Outcome 1
Understand the purpose and benefits of health and safety in the workplace
Assessment Criteria
1.1　　Explain the **purpose** of health and safety in the workplace
Indicative Content
Purpose may include but is not limited to moral, ethical, financial and legal obligations, expectations of employer and employee, behaviours, working practices, protection of assets, reputation.
Assessment Criteria
1.2　　Explain the **benefits** of health and safety
Indicative Content
Benefits in relation to individuals, team and the organisation.
Learning Outcome 2
Understand legal requirements in relation to health and safety in the workplace
Assessment Criteria
2.1　　Explain the **obligations** health and safety **legislation** places on an organisation
Indicative Content
Obligations may include but are not limited to written policies (e.g. evacuation procedures, smoking policy, accident reporting, procedures for reportable incidents (RIDDOR), lone working procedures, first aid, use of

Personal Protective Equipment (PPE), use of VDU equipment, use of hazardous substances (COSHH regulations), manual handling guidelines), naming responsible people, displaying legal information, conducting risk assessments, accident prevention.

Legislation refers to may include but are not limited to The Health and Safety at Work Act (also referred to as HSWA, the HSW Act, the 1974 Act or HASAWA) and subsequent amendments and COSHH Regulations, 2002, the CLP Regulation 2009. Learners may also make reference to other local laws as relevant.

Assessment Criteria	
2.2	Outline the **supplementary legal requirement**s which apply to different industry sectors

Indicative Content
Supplementary legal requirements may include but are not limited to EU legislation, Working Time Directive 1998, industry specific regulation relating to a range of sectors such as Engineering and Construction, Health and Social Care, Energy and Utilities, Hospitality, Food and Beverage, Public Sector and Education, Armed Services, TV, Media and Arts, Transport and Communication, Professional Services and Consulting, Agriculture, Financial and Business Services and subsequent amendments.

Learning Outcome 3
Understand the risk assessment process

Assessment Criteria	
3.1	Explain the difference between hazard and a **risk**

Indicative Content
Hazard refers to may include but is not limited to anything that may cause harm.
Risk may include but is not limited to the chance that somebody might be harmed, and how serious the harm might be.

Assessment Criteria	
3.2	Explain how to conduct a work based risk **assessment**

Indicative Content
Risk assessment process may include but is not limited to identify hazards, decided who might be harmed and how, evaluate risks and decide on precautions, record significant findings, share output. identifying a potential hazard; calculating the potential risk; reporting the risk; mitigating the risk by contributing to action plans; removing a hazard which poses an immediate risk; correcting bad practice; keeping in touch with lone workers; supporting employees in completing risk assessments.

Learning Outcome 4
Know how to respond effectively to a workplace health and safety emergency

Assessment Criteria	
4.1	Identify a **range** of workplace health and safety emergencies

Indicative Content

Range may include but is not limited to chemical spillages or release of other harmful substances, fire, flood, serious injury or ill-health and act of terrorism, incident(s) may arise from a threat to health and safety within or outside the workplace.	
Assessment Criteria	
4.2	Explain the **immediate action** required of by the manager in response to an emergency
Indicative Content	
Immediate action may include but is not limited to the first steps in putting health and safety plans and procedures into action. Varies across organisation or situations but may involve preventing loss of life, getting people away from immediate danger, raising the alarm, calling the emergency services, using equipment like fire extinguishers and conducting a roll call.	
Assessment Criteria	
4.3	Summarise the **next steps** in response to an emergency
Indicative Content	
Next steps may include but are not limited to informing managers, following instructions, ensuring a place of safety, debriefing colleagues and emergency services, completing documentation and contributing to an incident review	