



Centre Name: _____ Learner Name: _____

Notes to learners – this checklist is for you to complete, to show that you have met all the requirements of the qualification you are studying. For each unit, you need to state where your assessor/tutor and moderator can find your evidence for the unit. This could be page numbers in your portfolio or a name for a piece of evidence. Some pieces of evidence will cover several different parts of the qualification. Remember to include evidence for learning outcomes, knowledge requirement and internal assessment. Your tutor/assessor can help you with this.

Unit 1 An Introduction to Identifying Hazards and Risk Assessment						
LO No.	Learning Outcome (L.O.)	Where is my evidence for the Learning Outcomes?	Where is my evidence for the Knowledge Requirements?	Internal Assessment Evidence	Date this unit /L.O. completed	Learner Signature
1	Define 'Hazard'					
2	Define 'Risk'					
3	Undertake a basic Risk Assessment on a specified item of machinery or visual display unit					
4	Produce a list of likely causes of fire (at least 3 items) within a specified work environment					
5	Describe the fire triangle and the essential constituents of combustion					
6	Describe ways of preventing fires					
7	Identify the different types of fire extinguishers and use					
8	Describe the First Aid procedure for a minor physical injury					
9	Describe procedure to be followed after an accident					
10	Describe the features of a healthy and safe working environment					

Unit 2 The Major Features of The Health and Safety at Work Act 1974

LO No.	Learning Outcome (L.O.)	Where is my evidence for the Learning Outcomes?	Where is my evidence for the Knowledge Requirements?	Internal Assessment Evidence	Date this unit /L.O. completed	Learner Signature
1	Explain the major features of the HSAW Act 1974					
2	Differentiate between the responsibilities of (a) The Health and Safety Executive					
	(b) The Health and Safety Commission					
	(c) A Local Authority Environmental Health Department					
	(d) A Local Authority Environmental Fire Department					
3	Describe the meaning of (a) An improvement notice					
	(b) A prohibition notice					
4	Describe 5 responsibilities of the employer to the employee					
5	Give 3 examples of how Health & Safety is actively promoted at work					
6	Identify 2 duties of the employer to visitors					
7	Identify the main requirements for the safety of visitors to a workplace					
8	Identify 2 duties of employees to comply and co-operate with the employers					

Unit 3 Fire Legislation and Statutory Instruments applicable to Health and Safety in the Workplace

L.O. No..	Learning Outcome Title (L.O.)	Where is my evidence for the Learning Outcomes?	Where is my evidence for the Knowledge Requirements?	Internal Assessment Evidence	Date this unit /L.O. completed	Learner Signature
1	Identify & explain the meaning of 8 safety signs					
2	Differentiate between the 4 categories of safety signs:					
	(a) Prohibition					
	(b) Warning					
	(c) Mandatory					
	(d) Emergency escape or first aid sign					
3	Explain the need for symbols on signs					
4	Undertake a Fire Risk Assessment and describe the action that should ideally be taken in the event of discovering a fire					
5	Describe the procedure for responding to a fire					
6	Describe the main features and facilities of a first aid room					
7	Devise a suitable accident report form for use in the workplace					
8	Describe the employer's responsibility in relation to first aid provision					
9	Describe the procedure for reporting an accident at work					
10	Explain the need for a healthy and safe working environment giving 3 examples for each of the main areas					
	(a) Facilities					
	(b) Safety					
	(c) Working Environment					
11	Explain the term Manual Handling					
12	Explain the duties of employees in Manual Handling operations					

Unit 3 Fire Legislation and Statutory Instruments applicable to Health and Safety in the Workplace continued

L.O. No.	Learning Outcome Title (L.O.)	Where is my evidence for the Learning Outcomes?	Where is my evidence for the Knowledge Requirements?	Internal Assessment Evidence	Date this unit /L.O. completed	Learner Signature
13	Assess the level of risk involved in a named Manual handling operation including (a) The task itself (b) The load (c) The working environment (d) Other factors					
14	Explain the importance of reporting accidents					
15	Explain whether an accident should be reported					
16	Describe the duties of employers regarding the reporting of accidents involving members of the public					

Unit 4 Management of Health and Safety Legislation and Statutory Instruments applicable to Health and Safety in the Workplace

LO No.	Learning Outcome Title (L.O.)	Where is my evidence for the Learning Outcomes?	Where is my evidence for the Knowledge Requirements?	Internal Assessment Evidence	Date this unit /L.O. completed	Learner Signature
1	Explain the term Risk Assessment					
2	Identify likely hazards at work					
3	Rate the hazards according to risk					
4	Define control measures					
5	Undertake a visual check on 2 items of electrical equipment and record findings					
6	Assess the problems of using display screen equipment in a specific situation					
7	Make suggestions on how to improve the conditions of the display screen equipment user					
8	Explain the responsibility of the employer regarding the cost of eye tests for a display screen equipment user					
9	Explain the responsibility of the employer and employee regarding the provision and use of the work equipment					
10	Identify one item of equipment that needs special training before use and list its requirements to comply with the regulations					
11	Explain the responsibilities of the employer in the provision of PPE at work					

Unit 4 Management of Health and Safety Legislation and Statutory Instruments applicable to Health and Safety in the Workplace continued

L.O. No.	Learning Outcome Title (L.O.)	Where is my evidence for the Learning Outcomes?	Where is my evidence for the Knowledge Requirements?	Internal Assessment Evidence	Date this unit /L.O completed	Learner Signature
12	Explain responsibility of users after using PPE at work					
13	Explain the use of PPE in protecting workers from harm					
14	Explain the duties of the employer and employee regarding a noisy working environment					
15	Explain the different 'Action' levels in relation to noise					
16	Identify control measures for noise at work					
17	Assess the need for the display of compulsory ear protection sign in a given situation					
18	Describe the meaning of a hazardous substance					
19	Identify 6 different hazard symbols					
20	Describe the responsibilities of the employer when introducing a substance deemed hazardous to health in the workplace					
21	Describe the procedures for handling specified hazardous substances					
22	Undertake a COSHH Risk Assessment of a named substance					
23	Explain the purpose of a hazard data sheet					

TUTOR COMMENTS:

Name:

Signature:

Date:

If chosen for sampling, Internal/External Moderators must complete the following:

INTERNAL MODERATOR COMMENTS:

Name:

Signature:

Date:

EXTERNAL MODERATOR COMMENTS:

Name:

Signature:

Date:

Please ensure these forms are copied and distributed to each learner.



ABCAwards Authenticity Statement

DECLARATION OF AUTHENTICITY

This declaration must be completed and signed by the learner and countersigned by the tutor/assessor.

Learner Name:

Learner Number:

Centre:

Learner statement of authenticity

I confirm that the attached assignment/portfolio is all my own work* and does not include any work completed by anyone other than myself. I have completed the assignment/portfolio in accordance with the Awarding Body instructions and within the time limits set by my Centre.

Signature:

Date:

Centre confirmation of authenticity

On behalf of(insert centre name), I confirm that the above mentioned learner, to the best of my knowledge, is the sole author of the completed assignment/portfolio attached.

Signed:

Date:

Name:

Job Description:

*Unless otherwise stated e.g. for some entry level qualifications learners can work together but should show sections which are their own work.