

SFJ AF1

Ensure your own actions reduce risks to health and safety



Overview

This unit is about the basis requirements of the Health and Safety at Work Act. Meeting these requirements is an essential aspect of all jobs in the justice sector.

A great deal of legislation and regulation surrounds health and safety at work. The Health and Safety at Work Act 1974 [and in Northern Ireland, the Health and Safety at Work (Northern Ireland) Order 1978] are the main pieces of legislation under which nearly all other health and safety regulations are made.

According to the Act:

- *employers* must safeguard so far as is reasonably practicable, the health safety and welfare at work of all the people who work for them and 'other persons'. This applies in particular to the provision and maintenance of safe plant and systems of work, and covers all machinery, equipment and substances used.
- *people at work* (whether paid or unpaid, full or part time) have a duty under the Act to take reasonable care to avoid harm to themselves or to others by their working practices, and to co-operate with employers and others in meeting statutory requirements. The Act also requires employees not to interfere with or misuse anything provided to protect their health, safety or welfare in compliance with the Act.

There is an array of health and safety regulation and codes of practice that apply to people at work. There are regulations dealing with specific activities, such as using screens and keyboards (the Display Equipment Regulations 1992) or working with dangerous materials (the Control of Substances Hazardous to Health Regulations 1994 - known as the COSHH Regulations), as well as many others. Specific requirements covering the workplace itself are given in the Workplace (Health Safety and Welfare) Regulations 1992.

There are two elements

- 1 Identify the hazards and evaluate the risks in the workplace
- 2 Reduce the risks to health and safety in the workplace

The unit is designed to be applicable to everyone who works in the justice sector.

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Performance criteria

Identify the hazards and evaluate the risks in the workplace

- You must be able to:*
- P1 correctly name and locate the persons responsible for health and safety in the workplace
 - P2 identify which workplace policies are relevant to their practices
 - P3 identify those working practices in any part of your job role which could harm you or other persons
 - P4 identify those aspects of the workplace which could harm you or other persons
 - P5 evaluate which of the potentially harmful working practices and the potentially harmful aspects of the workplace are those with the highest risk to you or to others
 - P6 report those hazards which present a high risk to the persons responsible for health and safety in the workplace
 - P7 deal with hazards with low risks in accordance with workplace policies and legal requirements

Reduce the risks to health and safety in the workplace

- You must be able to:*
- P8 carry out working practices in accordance with relevant legal requirements
 - P9 follow the most recent **workplace policies** for your job role
 - P10 rectify those health and safety risks within your capability and the scope of your job responsibilities
 - P11 pass on any suggestions for reducing risks to health and safety within your job role to the responsible persons
 - P12 conduct yourself in the workplace in a way which does not endanger the health and safety of yourself or other persons
 - P13 follow the workplace policies and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products
 - P14 report any differences between workplace policies and suppliers' or manufacturers' instructions as appropriate
 - P15 personally present yourself at work to
 - P15.1 ensure the health and safety of yourself and others
 - P15.2 meet any legal duties, and
 - P15.3 in accordance with workplace policies

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Knowledge and understanding

You need to know and understand:

Identify the hazards and evaluate the risks in the workplace

- K1 your legal duties for health and safety in the workplace as required by the Health and Safety at Work Act 1974
- K2 your duties for health and safety as defined by any specific legislation covering your job role
- K3 what hazards may exist in your place of work
- K4 the particular health and safety risks which may be present in your own job role and the precautions you must take
- K5 the importance of remaining alert to the presence of hazards in the whole workplace
- K6 responsibilities for health and safety in your job description
- K7 the responsible persons to whom to report health and safety matters
- K8 the specific workplace policies covering your job role
- K9 suppliers' and manufacturers' instructions for the safe use of equipment, materials and products
- K10 safe working practices for your own job role
- K11 the importance of personal presentation in maintaining health and safety in the workplace
- K12 the importance of personal conduct in maintaining your own health and safety and the health and safety of others

Reduce the risks to health and safety in the workplace

You need to know and understand:

- K13 your legal duties for health and safety in the workplace as required by the Health and Safety at Work Act 1974
- K14 your duties for health and safety as defined by any specific legislation covering your job role
- K15 the particular health and safety risks which may be present in your own job role and the precautions you must take
- K16 the importance of dealing with or promptly reporting risks
- K17 the requirements and guidance on the precautions
- K18 agreed workplace policies relating to controlling risks to health and safety
- K19 responsibilities for health and safety in your job description
- K20 the responsible persons to whom to report health and safety matters
- K21 the specific workplace policies covering your job role
- K22 the importance of personal presentation in maintaining health and safety in the workplace
- K23 the importance of personal conduct in maintaining your own health and safety and the health and safety of others
- K24 your scope and responsibility for rectifying risks
- K25 workplace procedures for handling risks which you are unable to deal with

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Additional Information

Scope/range related to performance criteria

1. **Risks resulting from**
 - 1.1. the use and maintenance of machinery or equipment
 - 1.2. the use of materials or substances
 - 1.3. working practices which do not conform to laid down policies
 - 1.4. unsafe behaviour
 - 1.5. accidental breakages and spillages
 - 1.6. environmental factors

2. **workplace policies covering**
 - 2.1. the use of safe working methods and equipment
 - 2.2. the safe use of hazardous substances
 - 2.3. smoking, eating, drinking and drugs
 - 2.4. what to do in the event of an emergency
 - 2.5. personal presentation.

Links to other NOS

This unit is designed to underpin all other units as health and safety at work is essential for all employees.

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Developed by Skills for Justice

Version number 2

Date approved June 2006

Indicative review date June 2011

Validity Current

Status Imported

Originating organisation ENTO

Original URN Unit E

Relevant occupations Trading Standards Officer; Environmental Health Officer

Unit Trading Standards and Environmental Health

Key words Taking responsibility, workplace policies, avoid taking unnecessary risks