



Level 6 NVQ Diploma in Occupational Health & Safety Practice

Candidates Name:

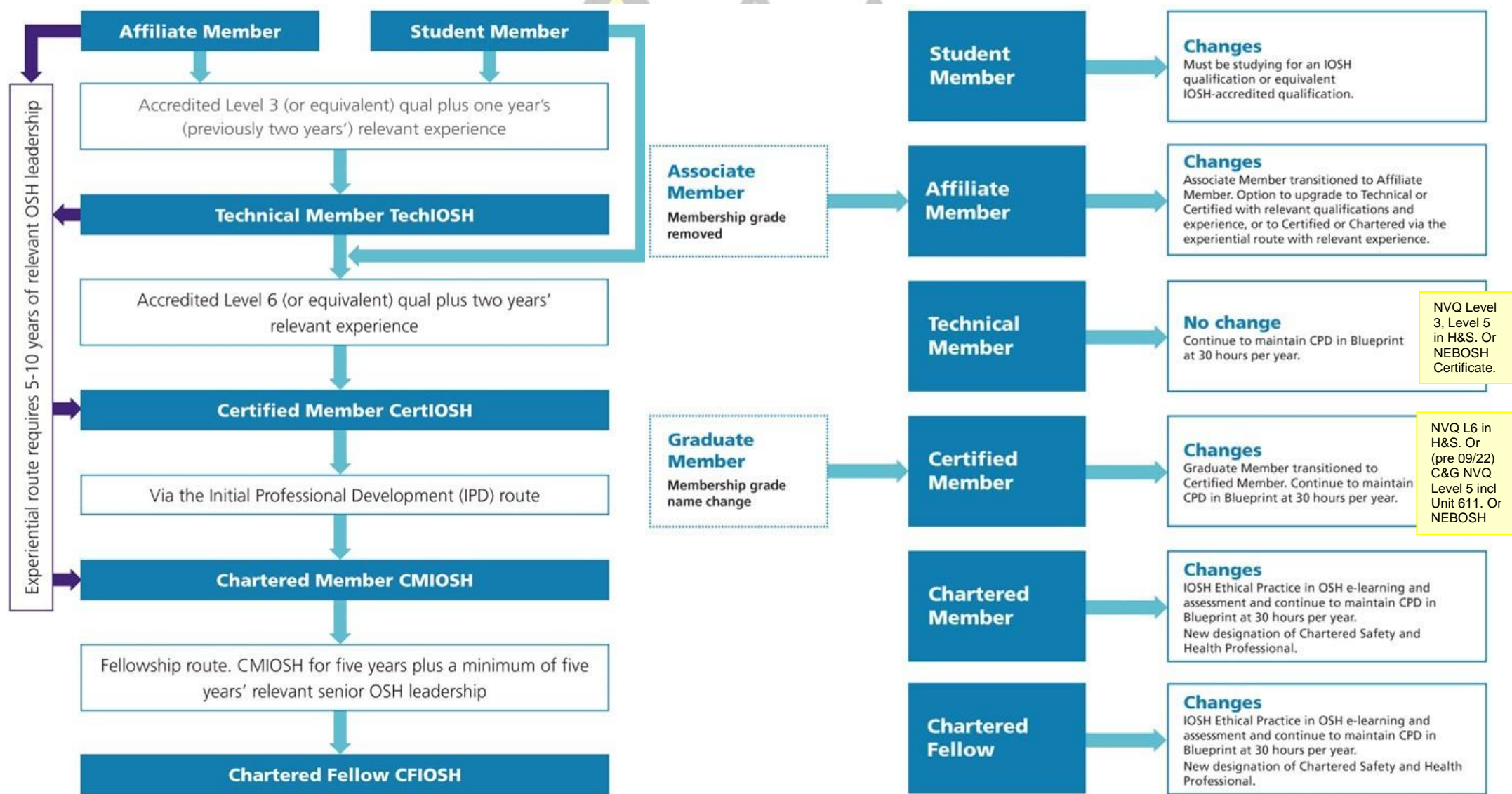
ProQual Centre: #
Start Date:

Registration Number:
Completion Target Date:

9536	Promote a positive health & safety culture (task 1)	9534	Develop & maintain individual & organisational competence in health & safety matters (task 3)
.1	Be able to advocate commitment to a positive H&S culture within the organisation	.1	Be able to assess the H&S competence needs of the organisation
.2	Be able to develop links with appropriate people & groups on H&S matters	.2	Be able to implement H&S training to meet identified needs
.3	Understand the importance of promoting a positive H&S culture within the organisation	.3	Know how to develop & maintain organisational competence in H&S matters.
.4	Be able to maintain & record their professional development	.4	Be able to assess the H&S competence needs of the organisation
9531	Develop & implement the health & safety policy (task 7)	9535	Control health & safety risks (task 2)
.1	Be able to define the statutory & workplace H&S requirements for the organisation	.1	Be able to conduct an inspection of the workplace
.2	Be able to develop the H&S Policy	.2	Be able to assess risks to H&S
.3	Be able to implement the H&S Policy	.3	Be able to implement risk control measures & SSoW in the organisation
.4	Know the steps required to develop & implement the policy	.4 .5	Know how to identify, assess & control H&S risks Be able to assess the H&S competence needs of the organisation
.5	Be able to maintain & record their professional development	9537	Develop & implement proactive monitoring systems for health & safety (task 5)
9532	Develop & implement effective communication systems for health & safety information (task 1)	.1	Be able to devise inspection & monitoring systems for proactive performance monitoring for H&S
.1	Be able to evaluate H&S information	.2	Be able to keep stakeholders informed of H&S proactive performance monitoring outcomes
.2	Be able to produce communication systems for H&S information into the organisation	.3	Understand how to develop & implement proactive monitoring systems for H&S

.3	Be able to control the effectiveness of the communication systems for H&S information going out of the organisation	.4	Be able to assess the H&S competence needs of the organisation
.4	Know how to develop & implement effective communication systems for H&S information	9540	Develop & implement health & safety review systems (task 6)
.5	Be able to maintain & record their professional development	.1	Be able to evaluate the efficiency & cost effectiveness of H&S mngt systems.
9538	Develop & implement reactive monitoring systems for health & safety (task 4)	.2	Be able to confirm that each part of H&S mngt systems is working as intended
.1	Be able to develop a H&S loss event reporting & recording system	.3	Be able to confirm that the entire H&S system is working as intended
.2	Be able to implement H&S loss event investigation systems & procedures	.4	Be able to maintain & record their professional development
.3	Be able to conduct statistical & epidemiological analyses	9541	Maintain knowledge of improvements to influence health & safety practice (task 1 & 3)
.4	Be able to maintain communication with stakeholders of H&S reactive performance monitoring outcomes	.1	Be able to identify new development in H&S
.5	Understand how to develop & implement reactive monitoring systems for H&S	.2	Be able to influence colleagues on H&S matters
.6	Be able to maintain & record their professional development	.3	Know how to maintain knowledge of improvements in H&S practice
9539	Develop & implement health & safety emergency response systems & procedures (task 4)	.4	Be able to maintain & record their professional development
.1	Be able to develop H&S emergency response procedures		
.2	Be able to implement procedures for the control of a H&S emergency		
.3	Understand how to develop & implement H&S emergency response systems & procedures		
.4	Be able to maintain & record their professional development		

Chartered Institute of Occupational Safety & Health (IOSH) Membership



Centre Introduction/NVQ Level 6 Diploma Workbook

1. Introduction

Welcome! This workbook is provided to support your NVQ Level 6 Diploma. It contains:

- ✓ Information about our policies & procedures.
- ✓ Documentation that you & your Assessor will need to complete when you register for your Diploma & for you to use during your programme of work. This documentation will assist you with self-assessment, identification of your development needs & it will help you to record your progress in the months to come.
- ✓ Assessor discussion & observation sheets which set out the standards applicable to your Diploma.
- ✓ Witness observation sheets

Do not be alarmed, dismayed or intimidated by the amount of work you think you will be expected to achieve - you are not alone! You have your colleagues, members of your team and, not least, the team to support you.

At the end of your qualification this workbook along with your portfolio of evidence & any assessor documentation will be collated in our office for final quality assurance.

So please remember to send your signed, completed workbook back to your assessor.

2. Policies

SHE Knows is an approved NVQ Training Centre accredited by ProQual. Accreditation is approved & maintained in accordance with these bodies' requirements & as such is monitored by an External Quality Insurer on an annual basis. We are committed to providing the highest quality service to all of our candidates & to achieve this we will endeavour to support, train & further develop of all our employees & business associates. Our objectives are:

- ✓ To ensure fair & equal access to assessment & qualification.
- ✓ To offer learning opportunities that are relevant to our work & are appropriate to the development needs of the individual concerned & are based on clearly identified needs.
- ✓ To continually appraise & review our working practices in providing learning opportunities in order to achieve & maintain a quality service.
- ✓ To work alongside all our partners ensuring that their staff also have access to training, assessment & qualification.
- ✓ To use a 'minimum paperwork' approach to assessment focusing on electronic communications (email) & submission of evidence where possible.
- ✓ To ensure all staff involved in the assessment process have the relevant occupational experience & access to opportunity for furthering their development through training & assessment.
- ✓ To ensure all staff are given sufficient time to provide information, advice & support to candidates. Assessors are allocated a minimum of 50 hours to assessment, standardisation & verification procedures per annum in addition to time allocated in order to achieve Assessor qualifications.

Reviews & Assessor NVQ Standardisation

- ✓ Our NVQ programmes, procedures, workbooks are reviewed on an annual basis subject to any SHE Knows policy or legislative changes occurring in the interim.
- ✓ Standardisation of assessment procedures, processes & assessment will take place on a quarterly basis, providing sufficient candidates/learners have been enrolled.
- ✓ Internal standardisation will take place across the year & will include verification by Assessor, location, tasks & methods. Sampling will be taken of complete & part complete portfolios.
- ✓ The purpose of the standardisation meetings are to ensure quality & standardisation across all NVQ Assessment activities. Assessors must attend regular standardisation meetings.

3. Health & Safety Workbook

In the workbook are a series of tasks. By collecting the evidence it suggests, you will gather enough evidence to support your written accounts or voice narrative with your Assessor to contribute towards the completion of your NVQ 6 in H&S Practice. You can opt to pre-record your topics for submission (the second part in each task) if you wish.

The remaining work is in three parts:

1. All evidence to be put into a cloud based electronic folder. Each piece of evidence to be referenced against each task number & bullet point.
2. Your qualified observer to observe you in 1 of 4 selected tasks at work, & discuss your evidence, ensuring the authenticity of your evidence.
3. Your witness (or prior designated person) to read through check off & sign a document supporting your evidence, ensuring authenticity of a wider variety of evidence that your Assessor may be unable to observe.

On completion, your portfolio will be quality checked by an Internal QA, will then be put forward to the Awarding Organisation to be Externally QA'd. This ensures that the standard of all NVQ's are at the same level & no one person has to do more or less than another to achieve their qualification.

On receipt of your certificate, you will then be able to write to IOSH to commence your CertIOSH application. IOSH will need copies of your certificate, CV & job description. May we take this opportunity to wish you the best of luck & every success in gaining your NVQ L6 in Occupational Health & Safety.

Please contact us if you wish to receive the workbook electronically in a different font or format.

House Rules

"I am well aware that an NVQ is a collection of work-based evidence, some of which may be created from scratch, & some may be a re-hash; a cut & paste version of someone else's documentation. Cut & paste revisions are acceptable if you can demonstrate you understand the document & have implemented them into your workplace. After all, if you change employment, you will use past experience, best practice & document templates in your new position - if you can improve upon what is currently in place!

Please do not forget in this instance to consider copy write requirements.

Templates & generic documents are often taken off a company's intranet or quality system. We will only accept these if they have been amended to make them site/job specific. This can be a version which is amended in your own, or you can also enclose a generic & updated specific document in your portfolio. Remember, both your Assessors & myself, as an IQA, have seen numerous portfolios from a variety of sites/companies. One of us will know if we have seen something before. Merely taking a logo off & changing the site name/date won't suffice. The HSE do not endorse generic documents, we will not assist you to be a poor safety advisor!

Whilst we acknowledge the use of Artificial Intelligence is becoming more prevalent, and that candidates may use this as a tool to aid them, submissions must be relevant to the candidate's business practices and knowledge base. Any work that is deemed to be too generic or written by AI will be subject to review and further verification of the candidate's knowledge during the IQA process.

As part of our & your professional commitment I also want to make it clear that plagiarism of documentation is not acceptable, the SHE Knows Assessment team are all members of IOSH & uphold the value of integrity highly.

This qualification may take you 3 months or 2 years to complete. Don't dumb it down – 3 months of evidence collation is an accumulation of years' worth of work, experience & learning. Consider this – your NVQ may have taken 5 or even 10 years to complete, a NEBOSH Certificate/Diploma Level 6 could be done in 2 or 3 years.

May I wish you all the best for your NVQ journey & thank you for choosing SHE Knows to undertake your NVQ."



Linda Crossland-Mead | CFIOSH iMaPS MIIRSM Dip.RSA

Equal Opportunities Policy & Special Assessment Requirements

We believe that equality of opportunity is fundamental to the development of an environment in which those who work or study can achieve their full potential. The pursuit of equality means that all forms of unfair discrimination will be challenged in whatever form they arise. We believe that inequality can arise across the whole range of our activities - in staff recruitment, selection, dismissal, resource allocation, as well as in our NVQ, training & short course activities. The use of language, gesture & other forms of symbolic behaviour can also threaten equality. We wish to ensure that individual potential can be encouraged & that staff & candidates can act with confidence, competence & with open & critical minds.

We will pursue not only the letter of the law, but the spirit of the law in relation to disability, race, colour, ethnic origin, sexuality, gender or marital status. All Staff, Associates & candidates, will be responsible for ensuring that the actions are carried out in the spirit of this Policy. All those involved in guidance, assessment & verification processes will be responsible for ensuring that equal opportunities issues are addressed in relation to those processes.

All marketing & other published material will reflect this Policy. We will maintain processes for the monitoring of this Policy & will ensure that the issue is a standing item at all Management Review meetings. This policy will be reviewed on a regular basis. We will look to monitor race, gender & disability in relation to staff & candidate profiles &, within the confines of its client base, will take positive action where necessary to redress any inequality.

Assessors must agree assessment methods appropriate to each candidate. Barriers may occur as a result of:

- ✓ A disability or learning difficulty
- ✓ Illness or indisposition
- ✓ English being a second or additional language
- ✓ Lack of confidence or experience
- ✓ Lack of access to the necessary IT equipment at home
- ✓ Shift work & location

The importance of giving appropriate feedback to candidates with Special Assessment Requirements is also recognised. Assessors are encouraged to seek advice from the Internal Quality Assurer whenever necessary.

- ✓ Special assessment arrangements will not give unfair advantage over other learners
- ✓ Special assessment arrangements will not reduce the validity or reliability of the assessment
- ✓ Special assessment arrangements do not compromise the integrity or credibility of the qualification
- ✓ Each learner's requirements are looked at separately & specialist advice from external sources is sought as appropriate & the Assessor advised accordingly
- ✓ Any arrangements used will allow the learner to demonstrate their competence without circumventing the assessment requirements

Centre Appeals Procedure

It is our policy to ensure fair, objective & honest assessment for all our candidates.

However, in the unlikely event that a candidate claims that his/her assessment has been unfair, a first stage appeal may be lodged on the grounds of one or more of the following criteria:

- ✓ Equal opportunity
- ✓ Clash of personality/culture
- ✓ An unreasonable change in timings or an unsuitable venue
- ✓ Disagreement on claimed competence
- ✓ Receipt of negative feedback

Other reasonable grounds for appeal may be accepted at the discretion of the Centre Co-ordinator.

The **first stage** appeal should be made in writing to the Candidate's Internal Verifier/Internal Quality Assurance within fourteen working days of the assessment. The IV/IQA will reply, confirming receipt of the appeal within three (3) UK working days, & will investigate the complaint. The findings of the investigation will be communicated by the IV/IQA in writing to the candidate within seven (7) UK working days of acknowledging receipt. If the complaint is upheld, re-assessment will be carried out at no additional cost by an alternative Assessor appointed by the IV/IQA & the Centre Co-ordinator.

If the first stage appeal is unsuccessful, the Candidate may submit a **second stage** appeal to the Centre Co-ordinator within seven (7) UK working days of receipt of the outcome of the first stage appeal. The procedure will follow the same timescales as for a first stage appeal & if upheld, re-assessment will be carried out at no additional cost by an alternative Assessor appointed by the Centre Co-ordinator.

If the Candidate wishes to take the appeal beyond the Centre, an appeal should be made in writing to the External Verifier (IQA) at the time of his/her next visit to the Centre. No fee will be charged at this stage. The EV may wish to refer the matter to the Chief Verifier for technical evaluation or for additional comments. If the Verifier is subsequently unable to conclude the matter satisfactorily, the candidate may appeal directly to the Awarding Body. A fee for handling such appeals will be charged to the Candidate, which will be refunded if the appeal is upheld.

Job roles & name of those holding positions within our centre are listed within this workbook.

Overview of the NVQ Process

What is an NVQ & how do you achieve an NVQ?

- ✓ By proving that you have the skills, knowledge & understanding as detailed in the workbook.
- ✓ Providing copies of written reports, risk assessments etc. you have undertaken at work that you compile into a portfolio.
- ✓ Observations by your Assessor are carried out in your workplace or recordings of such can be sent in to be assessed.
- ✓ Testimonies by managers to state that you have certain responsibilities & duties at work.
- ✓ Your Assessor judges whether or not the standards have been met.

What are the units?

- ✓ There are 10 mandatory units in the H&S Practice Level 6 NVQ & 7 units in the Level 3.
- ✓ We have cross referenced these units for your ease & has created a workbook with a series of tasks for you to complete

What if you cannot complete all the units for the award?

- ✓ The units you have completed can be assessed & certificated separately; this is called unit certification.

I have already undertaken other H&S qualifications, will these count towards my NVQ?

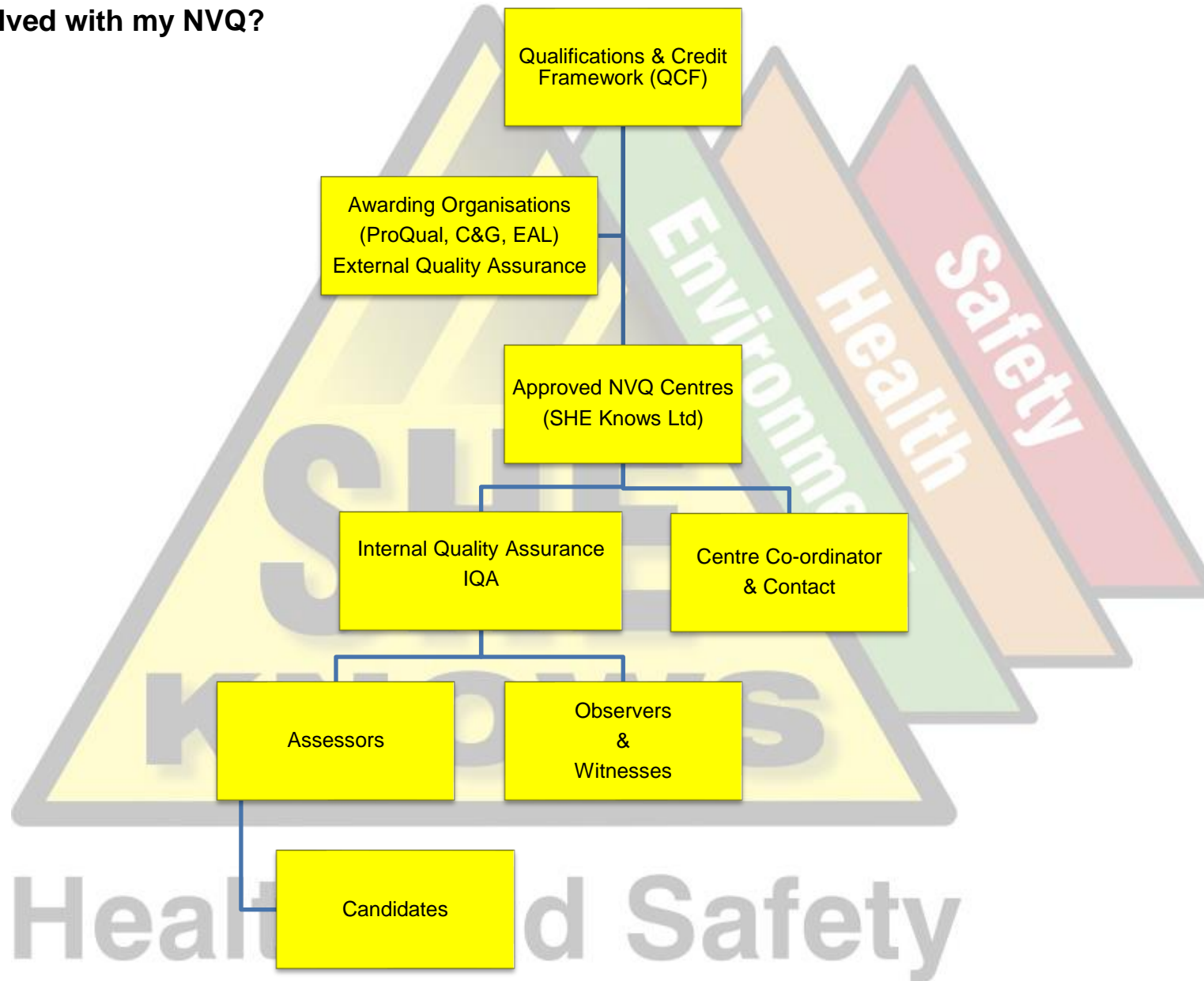
- ✓ Certificates gained in the past 2 years can be cross referenced into your NVQ; this reduces the amount of evidence or written accounts you may have to produce or discuss with your Assessor. This is called an exemption & may have to be formally applied for with the Awarding Body.

How long does an NVQ take?

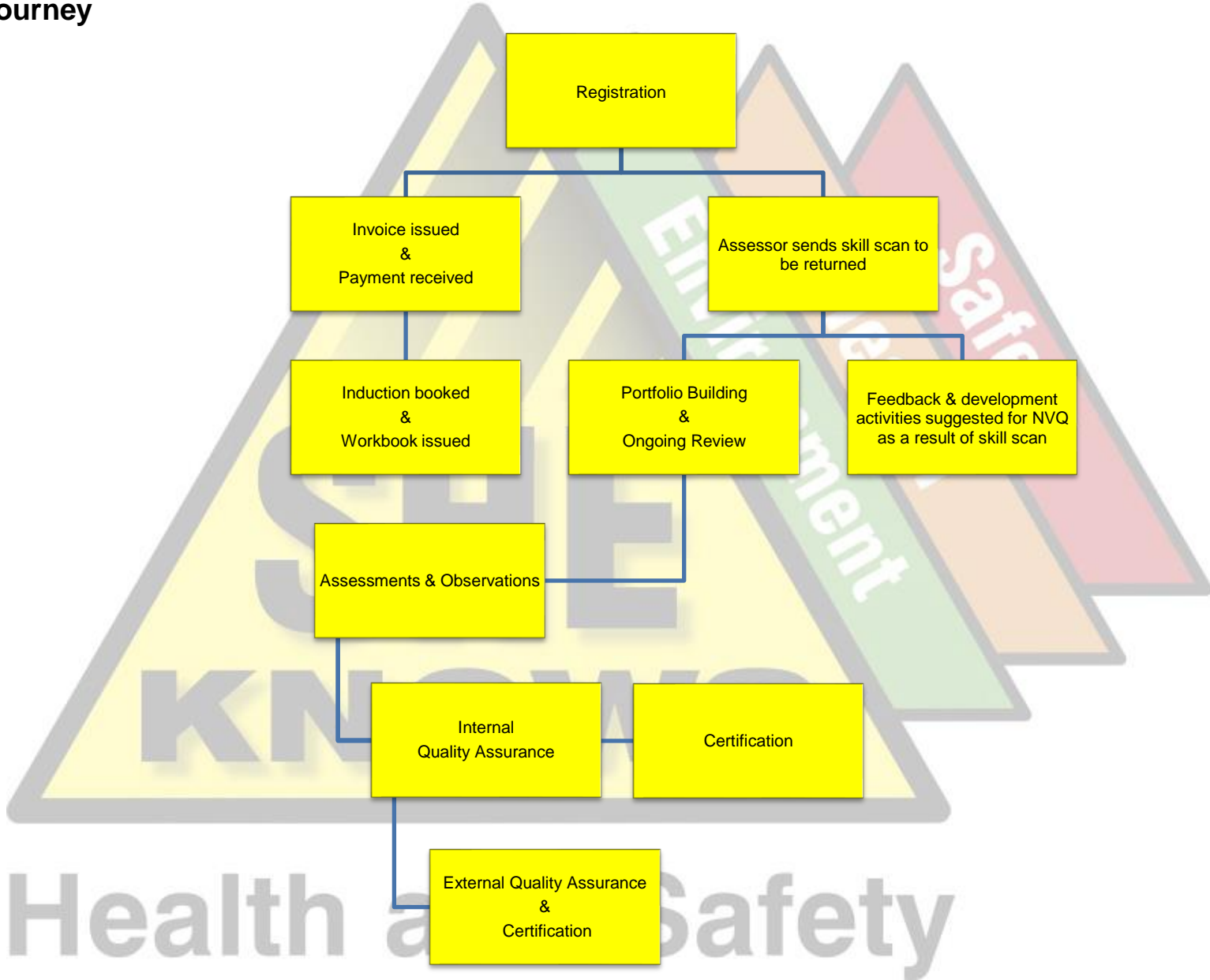
- ✓ Every person has a different work & home schedule; this means an NVQ can take anywhere between 6 months up to 2 years.
- ✓ Persons with a long career in H&S will have much more evidence at their fingertips, hence be able to undertake their NVQ at a faster pace.

Remember: You cannot fail an NVQ. You are either competent or not yet competent. Once you have completed your NVQ, your portfolio will be presented to the Internal Verifier/Internal Quality Assurance Team & then Awarding Body External Quality Assurer to ensure standards of assessment are uniform across the centre, its Assessors & also nationally or internationally with other centres.

Who is involved with my NVQ?



Your NVQ Journey



Portfolio of Evidence & Assessment

What is assessment?

Assessment is the process of obtaining evidence & judging it against a recognised standard for each unit & element.

How is the evidence obtained?

Evidence is what you will provide to prove your ability to do your job, your competence & some examples are noted below. Your Assessor will discuss with you the most appropriate ways to gather the evidence & put it into your portfolio.

What is a portfolio?

A portfolio is a convenient way to collect & present your evidence for assessment. Your portfolio can contain any evidence that contributes towards accreditation of the units of competence – it can be paper based or electronic, in a Dropbox or on a flash drive. Your Assessor will guide you to ensure that the quantity of material does not become unmanageable & that only evidence relevant to the standards is included. Your portfolio should be laid out & indexed well enough that someone new to the portfolio can easily find their way through it.

What could the portfolio contain?

- ✓ **Observation by the Assessor, H&S qualified colleague or line manager** Notes from your Health & Safety line manager, including Witness Statements that describe what has been observed & how performance criteria & range statements have been met.
- ✓ **Work Products** Emails, letters, memos, risk assessments, reports etc. which you have produced in your work environment.
- ✓ **Evidence from others about you** Annotated letters, memos, e-mails, written abilities & work, responses, references from colleagues; often referred to as witness testimony.
- ✓ **Other evidence** Any project, written questions & answers.

Action planning & review emails are essential to document the assessment process, as are the activity reports which log any interaction between you & your Assessor.

Assessment Process - Your competency can be assessed at any of the following stages:

- ✓ At induction by using our checklist & supplying copies of previous work history & training.
- ✓ During training; formative assessment of a piece of evidence
- ✓ During observation
- ✓ Through recorded professional discussions
- ✓ Summative assessment of a unit
- ✓ Summative assessment of the entire portfolio of evidence

Types of Evidence - Anything to prove:

- ✓ What you do
- ✓ How well you do it
- ✓ What you know
- ✓ What you understand

This evidence is used by your Assessor to judge whether you have met the standards for your qualification.

For example:

Observation & questioning
Assessor reports
Work product, photos, copies, letters, emails, reports, etc.
Testimony of others
Accreditation of prior learning, certificates

Written questions/answers
Taped interviews & discussions— Audio or video
Storyboards/project reports/personal statements
Simulation (e.g. Emergency simulations)
Voice & video recordings

Observation

- ✓ Requires forward planning by your H&S line manager
- ✓ Observations can be supplemented by the use of a digital recorder, voice messages or use of a witness in your workplace.
- ✓ The observation tests whether you are competent in your job role & against the standards

Verbal & Written Questioning

- ✓ To verify your understanding & underpinning knowledge
- ✓ To give you an opportunity to show what you know
- ✓ These can be covered on a face-to-face basis or via an online method such as Teams or be in written or audio recorded format.
- ✓ The questions must be:
 - Unambiguous
 - Relevant to the evidence/units
 - Open not closed
 - Pitched at the right level

Products of Performance

- ✓ Evidence arising from natural performance
- ✓ Highly relevant
- ✓ Sufficient
- ✓ Valid
- ✓ Authentic

Testimony of Others

- ✓ Reports, emails
- ✓ Appraisals
- ✓ Verbal & written communications e.g. recorded verbal testimony, copies of e-mail, fax, letters, appraisals etc.
- ✓ Testimonies are used to verify:
 - Products of performance
 - Competency
 - The working environment

Retention of Records

- ✓ Once an NVQ is complete, certified & EQA'd all candidates work will be deleted after 3 years. Any work used as an example for other candidates is only done so by the approval of the creator – intellectual property rights are respected.
- ✓ All notes & reports made by Assessors will be kept for 3 years as per the Awarding Body requirements then shredded. Said reports are kept in a lockable filing cabinet & locked office or pass-worded electronic storage, along with any portfolios awaiting verification.
- ✓ Data held on computer will be stored confidentially by means of password protection, encryption or coding.
- ✓ Only authorised employees will have access to your data or work.
- ✓ Copies of certificates are taken & will be kept for the maximum period allowed.

What makes a good portfolio?

- ✓ Quality rather than quantity is the key to a good portfolio.
- ✓ Present the evidence in an orderly manner, labeling each page of evidence with the task & bullet point number,
- ✓ Ensure that the claimed competencies & supporting evidence are easy to find. Cross-reference evidence rather than photocopying the same documentation.
- ✓ Remember to give each piece of evidence a unique number or code.

Awkward Evidence

- ✓ Confidential documentation can be a problem. For paper documents, it may be possible to blank out identifying names etc. and scan them in. However, it may be that the document is too confidential to include in the portfolio. In these cases, you should include a description of the evidence, how you were involved in its production, the standard(s) to which it relates & details of why it should not be included. Where the Assessor has viewed the evidence, this will be noted.
- ✓ Eyes only evidence – if you work in an environment where no evidence can leave the workplace, we can arrange for all assessments & verification/QA to come to you. Please ask for more details.

Authenticating your evidence

- ✓ Where possible, any evidence you produce should be witnessed as being your own work.
- ✓ In some instances the IV/IOA or EV/EQA may sample these witness testimonies & contact your named persons for authentication.

Health and Safety

Recommended Portfolio Structure

Item	Comment
Candidates cover sheet with name & qualification	
Ownership document	Template held in this workbook & completed on completion
Observations & discussion reports	Undertaken by H&S qualified colleague, recorded by candidate, templates held in this workbook
Task 1 Start with the checklist, add supporting evidence.	Each unit should be in a separate section in your portfolio Each piece of evidence should be referenced with the bullet point number in the workbook. Tick the relevant box in your workbook when you have added your evidence Ensure that the “properties” of the electronic document submitted for evidence demonstrates that it was your work.
Task 2 Start with the checklist, add supporting evidence	
Task 3 Start with the checklist, add supporting evidence	
Task 4 Start with the checklist, add supporting evidence	
Task 5 Start with the checklist, add supporting evidence	
Task 6 Start with the checklist, add supporting evidence	
Task 7 Start with the checklist, add supporting evidence	
Task 8 Written questions that relate to your personal development	There are 4 questions. Q1 will assist with evidence collection for your NVQ. Q's 2 to 4 will assist you answering verbal questions during your IOSH interview for Chartered status.
Witness Testimony	Included in this workbook, please add own comments on how you achieved the standard of work – for your manager to sign off

Competence Analysis – NVQ Level 6 Diploma

This document gives us, & you, an evaluation on how much of the NVQ you can undertake without further experience, assistance or training. It can be filled in with either your current or past work experiences in mind. If we can identify where a certain gap will be in your evidence provision, we will be able to advise you on how to fill it. To cross the boxes electronically in word, just click on them or just use pen in your workbook. Once complete send it back to your Assessor to read. If you want any impartial advice The Institution of Occupational Safety & Health (IOSH) have volunteer mentors who can signpost you to qualifications & Awarding Organisations who you can contact for further educational & training information.

Part of the NVQ process involves taking the learner forward & adding to them as a Safety Practitioner. We feel that an initial honest evaluation helps with this. Please do not be put off with the terminology used, if you are not sure, just leave the box blank! I hope that any questions you may have can be answered quickly. E-mails are checked regularly so you can always contact us for answers or translations!

It is worth while noting that part of the IOSH Initial Professional Development process involves identifying your learning needs as a practitioner & discussing (during your membership peer review) how you have overcome any gaps in your competence. This self-analysis is an ideal document to benchmark yourself against some national standards.

Health and Safety

Control H&S Risks

Do you do the following, within your job?

This unit is appropriate for you if your role involves:

Often

Occasionally

Rarely

No

- ✓ Developing skills & knowledge in managing & implementing the risk assessment process for their organisation

☐☐☐☐

What the unit covers:

1. Being able to identify & evaluate hazards to health & safety in the workplace
2. Being able to assess risks to health & safety
3. Being able to implement risk control measures & safe systems of work in the organisation
4. Understanding how to identify, assess & control health & safety risks

Do you think you will have any problems with this unit?

Sample for marketing

Health and Safety

Witness observations to be undertaken

A H&S qualified colleague (Observer) will need to observe you in selected tasks at work. Over the next pages are the requirements that may be assessed in your observations. It is not necessary to fulfil all the requirements of these observational criteria, as an NVQ is about what you do at work & the observations are a snapshot of this.

Observations to be undertaken	Undertaken on	Signed by	H&S Observer 1 Witness 2	Name
Develop & implement reactive monitoring systems for H&S				
Develop & implement H&S emergency response systems & procedures				
Control health & safety risks				
Develop & implement effective communication systems				
Promote a positive H&S culture				
Develop & implement a health & safety review/audit				
Develop & implement proactive monitoring systems for H&S				

Observation – Develop & implement reactive monitoring systems for H&S Develop & implement H&S emergency response systems & procedures

Implement reactive monitoring systems Observed		Implement emergency response systems & procedures Observed	
1. Implement H&S loss event investigation systems & procedures.	<input type="checkbox"/>	1. Implement emergency procedures for the organisation: a. On site. b. Off site.	<input type="checkbox"/> <input type="checkbox"/>
2. Facilitate H&S loss investigation.	<input type="checkbox"/>	2. Ensure the organisation has suitable: a. First aid provision. b. Adequate medical provision. c. Firefighting provision.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3. Keep records of H&S investigations.	<input type="checkbox"/>	3. Implement on & off-site emergency procedure/s, for the organisation.	<input type="checkbox"/>
4. Inform stakeholders of the outcomes. a. Directors. b. Senior, line, functional & technical managers. c. Employee representatives. d. Employees, contractors & visitors.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	4. Ensure that sufficient facilities, material & equipment, resources & personnel, including communication equipment, are available to deal with the control of an emergency in your organisation.	<input type="checkbox"/>
5. Interpret to a lay audience the outcomes of H&S reactive performance monitoring.	<input type="checkbox"/>	5. Test the suitability of the emergency plans.	<input type="checkbox"/>
6. Make appropriate recommendations based on the outcomes of reactive performance monitoring.	<input type="checkbox"/>		
Comments: -			
Evidence location			
Candidates signature:		Date:	

Evidence collection for level 6 Diploma in Occupational Health & Safety Practice



In the following tasks please provide examples of company & personal evidence, information & communications. These may be in paper or electronic format. It is recommended that you supply what we have suggested, however, do discuss with your assessor any alternative evidence – this workbook isn't written in stone, it is all about you after all! *(Check the box when you have a copy of the following).*

Task 2 - Identify, assess & control H&S risks

Provide examples of risk assessments (RA) you have undertaken where you have inspected & identified hazards, allocated risk ratings & given the recommendations for control measures with a RA review date (i.e. using a 5-step approach or equivalent). RA should consider both employees & others who may be affected. (Check the box when you have a copy.)

Checklist	Electronic	Completed on..... Signed..... Candidates signature	Electronic
1. Workplace risk assessment.	<input type="checkbox"/>	14. a) Provide a resource list required to implement RA control measures & justify the cost of implementation.	<input type="checkbox"/>
2. Machinery/PUWER risk assessment with manufacturer's instructions for the machinery.	<input type="checkbox"/>	b) Consultation regarding risk controls needed (<i>meeting minutes, emails</i>)	<input type="checkbox"/>
3. COSHH risk assessment & supporting MSDS.	<input type="checkbox"/>	c) Implementation plan demonstrating implementation of control measures in priority order (<i>meeting minutes, diary, Gantt chart</i>).	<input type="checkbox"/>
4. Biological risk assessment (e.g. <i>Weils, Legionella, Psittacosis</i>).	<input type="checkbox"/>	15. Evaluate a risk assessment where one of the control measures is training. Is the training recommended:	<input type="checkbox"/>
5. Fire risk assessment.	<input type="checkbox"/>	a) Readily available?	<input type="checkbox"/>
6. Ergonomic risk assessment (e.g. <i>DSE</i>).	<input type="checkbox"/>	b) Cost effective?	<input type="checkbox"/>
7. a) RA for a physical hazard (e.g. <i>noise, thermal, vibration</i>). You will have had to use monitoring/measuring equipment to determine exposure. Specify the equipment used. _____	<input type="checkbox"/>	c) Suitable & sufficient?	<input type="checkbox"/>
b) Supply the full results/report for this monitoring/assessment.	<input type="checkbox"/>	d) Explain your findings & recommendations.	<input type="checkbox"/>
8. Risk Assess a work activity	<input type="checkbox"/>	16. Critically analyse a safe system of work for a high risk (safety critical) task. Is it working as intended? Or can improvements be made?	<input type="checkbox"/>
9. Risk assessment you have reviewed that was originally inadequate & needed additional/improved control measures.	<input type="checkbox"/>	17. Submit a recording of you undertaking a workplace inspection,	
10. RA reviewed as a failure to take into account human factors.	<input type="checkbox"/>	a) Identify 1 hazard and explain how you would assess its risk level.	<input type="checkbox"/>
11. Risk assessment that was reviewed as a result of an accident.	<input type="checkbox"/>	b) Submit the risk assessment associated with the hazard identified in your inspection.	<input type="checkbox"/>
12. SSoW (<i>from RA review</i>) you have updated, indicating changes.	<input type="checkbox"/>		
13. Risk assessment for designs/proposal for work activities/places/processes.	<input type="checkbox"/>		

(Task 2 continued) - Write or record your answer to the following discussion points:

1. Explain the nature & role of health & safety risk control measures within the organisation.
2. Evaluate the risk control hierarchies used in your organisation.
3. Describe how you justify the risk control measures required by relevant health & safety legislation & industry best practice, including safe systems of work & how you enable your organisation to comply.
4. Explain external factors influencing risk assessment & risk control methods to include:
 - a. Control procedures & practices.
 - b. Technical developments.
 - c. Best practice.
 - d. Health & safety legislation.
 - e. Codes of practice & standards.
5. Explain how you recognise your own limits & where necessary bring in specialist.
6. Describe the external factors influencing communication systems for H&S information, to include:
 - a. Health & safety risk assessment.
 - b. Control procedures & practices.
 - c. Technical developments.
 - d. Best practice.
7. Evaluate your companies' methods of identifying health & safety hazards within the organisation, including:
 - a. Risk assessment.
 - b. Physical resources.
 - c. Instruments & surveys, which may be used to determine the level of exposure to people who may be affected.
8. Explain principles of the analysis methods for determining risks & methods for reviewing effectiveness.
9. Describe external factors influencing the identification of H&S hazards, including:
 - a. Health & safety statutory requirements.
 - b. Tolerability/acceptability of risk.
10. Quality management requirements for documentation.

I have submitted my knowledge on how the above points are undertaken at my workplace (or one that I have dealings with as a consultant or volunteer).

Candidates signature:

Date:

Accepted by Assessor Signature:

Date:

Witness Testimony - Authentication of evidence by a witness

Witness testimony is a valuable source of supplementary evidence. It is provided when your Assessor is not available or when you need further evidence to support your portfolio. You may only use witness testimony when:

- ✓ It is provided by someone who is in a position to make valid comment on your performance e.g. supervisor, manager, colleague, customer, or client
- ✓ It relates directly to the level 6 occupational standards in the elements being used to assess you
- ✓ The witness provides personal details
- ✓ Your Assessor will check with your witness that the testimony is authentic & to clarify any points. This may require the assessor to contact the witness directly.

The following document should be given to your HSE/line-manager (or prior designated person), who should read through the document, check the relevant boxes, making notes/explanations on how your work undertaken relates to the workbook standards, & sign each page.

This shows your Assessor & Verifier the authenticity of your evidence submitted through this workbook, verifying that you do undertake H&S tasks within your role at work. This work can be filled in by several people & from different companies.

Your Assessor may arrange with you to observe you at work, however, there are certain tasks within the NVQ that may be hard for your Assessor to coordinate a visit to watch them occur. For example: Undertaking of an accident investigation or seeking advice from an external source (HSE). This document will provide a back-up if your Assessor cannot see a certain task or if you are a distance learner submitting recordings.

The checkboxes have a key to them:

O	Often	NJR	Not in job role
WR	When job requests	NC	Not in competency

* Please note comprehensive email strings submitted throughout your NVQ may mitigate the need for formal writing

Guidance notes for a witness testimony

Thank you for agreeing to write a witness report.

When you are writing the report, please bear in mind the following points:

1. A witness testimony should describe how the candidate carried out a particular work activity
2. You can write this testimony if you were present & observed the candidate carrying out the work activity
3. A witness testimony should be signed & authenticated by company stamp, letter headed paper or submitted from your email

Witness name	Page number of WT	Contact details Email Telephone	Business relationship to candidate

Health and Safety

I confirm that the owner of this workbook is employed as _____ from _____ onwards & undertakes the following activities at work.

Develop & implement effective communication systems for H&S information		*O	WR	NJR	NC
1	Be able to evaluate H&S information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Be able to develop & implement communication systems for H&S information within the organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Understand the external factors influencing effective communication systems for H&S information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Understand how to develop & implement effective communication systems for H&S information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Promote a positive H&S culture		*O	WR	NJR	NC
1	Understand the nature & role of a positive H&S culture within the organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Be able to obtain commitment to a positive H&S culture in the organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Be able to develop links with appropriate people & groups on H&S matters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Be able to develop plans to promote a H&S culture in the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Be able to implement plans to promote a H&S culture in the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please give comment on:

Description of the work activity completed relevant to this unit

Details on how the work activity met the occupational standards

A description of the context in which the work activity was observed

Signed

Name

Position

Date

Sampled by IQA

Date

*O – Often WR- When Job Requests NJR- Not in Job Role NC- Not in Competency



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