



<b>Unit title:</b>	Maintaining Health, Safety and Security
<b>SQA code:</b>	J865 45
<b>SCQF level:</b>	5
<b>SCQF credit points:</b>	7

## History of changes

**Publication date:** April 2024

**Version:** 01

<b>Version number</b>	<b>Date</b>	<b>Description of change</b>	<b>Authorised by</b>

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Unit template: December 2022.

# Unit Specification

Maintaining health, safety and security

URN: US 0203

SCQF Level: 5 | SCQF Credit: 7

## Goal of Unit:

To maintain health, safety and security in line with legislative and organisation procedures to protect yourself and others from the risk of harm and injury.

## Brief outline:

This is about maintaining the health, safety and security of yourself and others who may be affected by your work. This involves following set health and safety procedures and identifying unsafe situations in the workplace and during work activities. This also involves understanding the main risks to health, safety and security in the workplace and the using control measures and safe systems of work put in place. In the event of incidents and emergencies required procedures must be followed.

Security could include land, buildings, equipment and machinery, stock, resources, personnel and information.

## Performance requirements

1. Identifying hazards and assessing risks to health, safety and security when carrying out your work
2. Taking required actions in response to identified hazards and risks in line with organisation procedures
3. Complying with control measures put in place to eliminate and to reduce risks and adopting safe systems of work
4. Using clothing and PPE suitable to carry out activities
5. Checking PPE regularly and in accordance with manufacturers' instructions
6. Following organisation security procedures to prevent risks to security
7. Preparing, using, maintaining and storing equipment and machinery in accordance with relevant legislation, manufacturers' instructions and organisation requirements
8. Recording and reporting health, safety and security information in accordance with legal and organisation requirements

## Knowledge and understanding requirements

1. The relevant legal responsibilities of employers and employees for health and safety and the importance of following these
2. The difference between "hazard" and "risk", the importance of identifying hazards and assessing risks to yourself and others when carrying out your work, and what action to take when hazards are identified
3. Where to locate organisation risk assessments and why these should be followed
4. The particular hazards associated with your work, which could include personal injury, contracting disease and other physical and mental health problems
5. The effects that work-related accidents and ill health can have on workers and businesses and the importance of minimising these
6. The measures that can be used to control risks
7. The importance of good housekeeping in the workplace in maintaining health and safety
8. The importance of following procedures to maintain workplace security
9. Key requirements of the regulations relating to the handling, use and storage of chemicals and hazardous substances

10. Safe methods of checking, preparing, using, maintaining and storing equipment and machinery
11. Risks of injury associated with lifting and handling and how these can be minimised
12. Suitable clothing and personal protective equipment (PPE) required for work in your industry and the importance of regularly checking and maintaining PPE
13. Risks of working in isolation, in remote locations or potentially dangerous situations and the need for safe systems of work to be followed including communication and emergency procedures
14. Actions to take in the event of incidents and emergencies including accidents and near misses
15. Legislative and organisational requirements for recording and reporting on health, safety and security issues and matters