Unit 304: Conform to general workplace health, safety and welfare

# Delivery guide

Unit information

This unit is about awareness of relevant current statutory requirements and official guidance to include responsibilities, to self and to others, relating to workplace health, safety and welfare. It also covers personal behaviour and security in the workplace in the context of your occupation and work environment.

Learners may be introduced to this unit by asking themselves questions such as:

* What regulations do I need to know about?
* What does a method statement tell me?
* Will I have to work with dangerous materials and substances?
* How can I identify asbestos?

Learning outcomes

1. Understand workplace health, safety and welfare
2. Understand how to recognise hazards
3. Understand organisational policies and procedures
4. Understand how to implement security arrangements

Suggested resources

Textbooks

* Burdfield, M., Jones, S., Redfern, S., Fearn, C. (2020) *The City & Guilds Textbook: Site Carpentry & Architectural Joinery for the Level 3 Apprenticeship (6571), Level 3 Advanced Technical Diploma (7906) & Level 3 Diploma.* London: Hodder Education.

ISBN 978-1-5104-5815-4

* Chudley, R. (2020) *Chudley and Greeno’s Building Construction Handbook.* Oxford:Routledge.

ISBN 978-0-3671-3543-0

* Gashe, M., Byrne, K. (2020) *The City & Guilds Textbook: Plastering for Levels 1 and 2.* London: Hodder Education.

ISBN 978-1-3983-0647-9

* Jones, S., Redfern, S., Fearn, C. (2019) *The City & Guilds*

*Textbook: Site Carpentry and Architectural Joinery for the Level 2 Apprenticeship (6571), Level 2 Technical Certificate (7906) & Level 2 Diploma (6706)*. London: Hodder Education.

ISBN 978-1-5104-5813-0

Websites

* [Google search | Fire extinguishers and their uses](https://www.google.com/search?rlz=1C1CHBD_en-GBGB920GB920&source=univ&tbm=isch&q=fire+extinguishers+and+their+uses&sa=X&ved=2ahUKEwjYsa2xtY_yAhWMasAKHVN4DY0QjJkEegQIMBAC&biw=1920&bih=969)
* [Kahoot | Homepage](https://kahoot.com/)
* [People Safe | How do you report a health and safety problem at work](https://peoplesafe.co.uk/resources/blogs/how-do-you-report-a-health-safety-problem-at-work/)
* [Surrey fire | Types of fire extinguishers](https://surreyfire.co.uk/types-of-fire-extinguisher/)
* [UK Construction Skills | Apply for your CITB Test and CSCS Card](https://www.ukconstructionskills.com/?gclid=EAIaIQobChMI5bCO8_6F8gIVf0iRBR1xygXYEAAYASAAEgJzQ_D_BwE)

Legislation

* [GOV.UK | Coronavirus (COVID‑19)](https://www.gov.uk/coronavirus)
* [HSE | COSHH](https://www.hse.gov.uk/coshh/)
* [HSE | Construction (Design and Management) Regulations 2015](https://www.hse.gov.uk/construction/cdm/2015/index.htm)
* [HSE | Construction (Design and Management) Regulations 2015. Guidance on Regulations](https://www.hse.gov.uk/pubns/books/l153.htm)
* [HSE | Construction (Design and Management) Regulations 2015 (CDM 2015)](https://www.hse.gov.uk/construction/cdm/2015/contractors.htm)
* [HSE | Construction Phase Plan (CDM 2015)](https://www.hse.gov.uk/pubns/cis80.pdf)
* [HSE | Health and Safety at Work etc Act 1974](https://www.hse.gov.uk/legislation/hswa.htm#:~:text=The%20Health%20and%20Safety%20at,and%20members%20of%20the%20public)
* [HSE | Site Rules Induction](https://www.hse.gov.uk/construction/safetytopics/site-rules-induction.htm)

| **Learning outcomes** | **Criteria** | **Delivery guidance** |
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| 1. Understand workplace health, safety and welfare | * 1. What and why health, safety and welfare legislation is relevant to the occupational area | * Learners to know and discuss the statutory requirements and/or official guidance for health, safety and welfare for the occupation and the work area. * Learners to collaborate and discuss their own findings of health and safety compliance at their place of work and to share any good/bad practice they have witnessed. |
| * 1. What health, safety and welfare legislation notices and warning signs are relevant to the occupational area and associated equipment | * Learners to discuss in teams and to identify the different notices and warning sign types relevant to the occupational area. * Learners to collaborate and discuss their experiences of attending varied different induction processes when starting on new sites. * Learners to discuss the need for gaining a current Construction Skills Certification Scheme (CSCS) card. * Learners to undertake different types of quizzes on health and safety created through mediums such as Kahoot. |
| * 1. How to comply with control measures identified by risk assessments and safe systems of work | * Learners to know how to work safely and in line with Risk Assessment Method Statements (RAMS). * Learners to collaborate and discuss their own experience of RAMS in their place of work. |
| * 1. Why, when and how health and safety control equipment should be used | * Learners to know how to identify appropriate health and safety control equipment, including collective protective measures, by the principles of protection for occupational use, types and purpose of each type, different work situations and the general work environment including: * Local Exhaust Ventilation (LEV) * Personal Protective Equipment (PPE) * Respiratory Protective Equipment (RPE). * Learners to be able to convey how these are complied with at their place of work. |
| 1. Understand how to recognise hazards | * 1. The hazards associated with the work environment | * Learners to identify hazards within the construction industry and collaborate their shared experiences in the workplace around these happenings including resources, the workplace, the environment, substances, asbestos, silica, equipment, obstructions, storage, services and work activities. |
| * 1. How changing circumstances can create hazards | * Learners to discuss how to identify current common safety risks and current common health risks particular to current Covid-19 legislation and the impact it has in their workplace. * Learners to understand how changes in working practices and the weather conditions can create hazards. |
| * 1. The method of reporting hazards in the workplace | * Learners to research and complete relevant paperwork for reporting hazards in the workplace and to collaborate and discuss on their own experience in the workplace when hazards need to be reported and acted on. |
| 1. Understand organisational policies and procedures | * 1. What the organisational policies and procedures are for health, safety and welfare | * Learners to work in groups to produce a small induction programme based on their own induction experiences around organisational requirements, including receiving or sourcing information, reporting, stopping work, evacuation, fire risks and safe exit procedures, consultation and feedback, induction, toolbox talk and signage. * Learners to know how to deal with accidents and emergencies associated with the type of work being undertaken and the work environment. |
| * 1. How to take active responsibility for health, safety and welfare | * Learners to collaborate and work in teams to discuss how to take responsibility for health, safety and welfare, in line with their training and skills. |
| * 1. How individual actions and behaviour may affect others | * Learners to collaborate and work in teams to discuss how to recognise behaviour that affects health, safety and welfare and to recognise when to stop work in the face of serious and imminent danger. |
| * 1. What the types of fire extinguishers are and how and when they are used | * Learners to be able to identify the different fire extinguishers and their uses, including water, CO2, foam, powder, vaporising liquid. * Learners to research and complete worksheets on all aspects of fire safety and to complete a short test on fire extinguishers and their identification and uses. |
| 1. Understand how to implement security arrangements | * 1. How security arrangements are implemented in the workplace | * Learners to collaborate, discuss and research their own experiences in the workplace around security, such as site access, personal belongings, the general public, tools and equipment and to refer back to site induction experience. |
| 1. Accept responsibility for, and comply with, organisational policies and procedures in order to contribute to health, safety and welfare | * 1. Show personal behaviour which demonstrates active responsibility for general workplace health, safety and welfare | * Learners to collaborate and work in teams to discuss how personal behaviour which demonstrates active responsibility for general workplace health, safety and welfare can enhance working safely at work and to refer back to their own experiences in the workplace. |
| * 1. Comply with organisational policies and procedures relating to the following; * consideration of others * interpretation of given instructions to maintain safe systems of work * contributing to discussions (offer and provide feedback) * maintaining quality working practices * contributing to the maintenance of workplace welfare facilities * storage and use of equipment provided to keep people safe * disposal of waste and/or consumable items | * Learners to collaborate and work in teams to discuss how the following can enhance safety at work: * consideration of others * interpretation of given instructions to maintain safe systems of work, contributing to discussions (offer and provide feedback) * maintaining quality working practices * contributing to the maintenance of workplace welfare facilities * storage and use of equipment provided to keep people safe * disposal of waste and/or consumable items * Learners to refer back to their own experiences and to induction experiences in the workplace. |
| 1. Comply with and support all organisational security arrangements and approved procedures | * 1. In accordance with organisational requirements with regard to: * dealing with accidents and emergencies associated with the type of work being undertaken and the work environment * methods of receiving or sourcing information * reporting * stopping work * evacuation * fire risks and safe exit procedures * consultation and feedback | * Learners to collaborate and to work in teams to discuss how the following can enhance safety at work: * dealing with accidents and emergencies associated with the type of work being undertaken and the work environment * methods of receiving or sourcing information * reporting * stopping work * evacuation * fire risks and safe exit procedures * consultation and feedback. * Learners to refer back to their own experiences and to induction experience in the workplace. |