**MARK SHEET –: Maintaining a healthy and safe working environment**

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| **Centre Number :** | |  | | **Centre Name :** | | |  | | | | | |
| **Learner Registration No :** | |  | | **Learner Name:** | | |  | | | | | |
| **INSTRUCTIONS FOR ASSESSMENT AND USE OF MARK SHEET**  Assessment must be conducted with reference to the assessment criteria (AC). In order to pass the unit, every AC must be met.  Assessors will normally award marks for every AC and then total them into a percentage. However, for greater simplicity, there is the option to not use marks at all and merely indicate with a ‘Pass’ or ‘Referral’ in the box (below right). In order to pass the unit every AC must receive a ‘Pass’  **Where marks are awarded according to the degree to which the learner’s evidence in the submission meets each AC, every AC must be met, i.e. receive at least half marks (e.g. min 10/20). Any AC awarded less than the minimum produces an automatic referral for the submission (regardless of the overall mark achieved).**  Sufficiency descriptors are provided as guidance. If 20 marks are available for an AC and the evidence in the submission approximates to the ‘pass’ descriptor, that indicates it should attract 10 marks out of 20, if a ‘good pass’ then ca. 15 out of 20. The descriptors are not comprehensive, and cannot be, as there are many ways in which a submission can exceed or fall short of the requirements. | | | | | | | | 1. **Learner named above confirms authenticity of submission.** 2. **ILM uses learners’ submissions – on an anonymous basis – for assessment standardisation.  By submitting, I agree that ILM may use this script on condition that all information which may identify me is removed.**   **However, if you are unwilling to allow ILM use your script, please refuse by ticking the box: □** | | | | |
| **Learning Outcome / Section 1:** Understand responsibilities for health and safety [44 Marks] | | | | | | | | | | | | |
| **Assessment Criteria (AC)** | **Sufficiency Descriptors**  *[Typical standard that , if replicated across the whole submission, would produce a referral, borderline pass or good pass result]* | | | | | | | | | **Assessor feedback on AC**  *[comments not necessary in every box]* | | |
| AC 1.1   * Identify specific legislation relating to health, safety and welfare in the workplace | **Referral [ca.2/8]** | | **Pass [4/8]** | | | **Good Pass [ca.6/8]** | | | |  | | |
| * No legislation identified * Identified legislation does not relate to health, safety and welfare | | * Legislation is identified that relates to health, safety and welfare in the workplace although that relevance may not have been explicitly made clear | | | * A range of legislation that relates to health, safety and welfare in the workplace is identified * Relevant legislation is described, perhaps in detail, as opposed to merely identified * The relation is explicitly made clear between the legislation and health, safety and welfare in the workplace | | | |
| / 8  (min. of 4) | | Pass or Referral |
| AC 1.2   * Outline the organisation’s health and safety policies, practices and systems | **Referral [ca.2/8]** | | **Pass [4/8]** | | | **Good Pass [ca.6/8]** | | | |  | | |
| * There is little or no outlining of organisational health and safety policies, practices and systems | | * Part of the organisation’s policies, practices and systems (e.g. only the policies) for health, safety and welfare are outlined but not necessarily all; however the others are at least listed | | | * The organisation’s health and safety policies, practices and systems are described, perhaps in detail, as opposed to merely outlined * The organisation’s health and safety policies, practices and systems are outlined along with the responsibilities of various parties | | | |
| / 8  (min. of 4) | | Pass or Referral |
| AC 1.3   * Give an example of good practice in relation to health and safety | **Referral [ca.2/8]** | | **Pass [4/8]** | | | **Good Pass [ca.6/8]** | | | |  | | |
| * No example is given of good practice in relation to health and safety * The provided example does not relate to health and safety * The provided example is not appropriate to good practice in relation to health and safety | | * The provided example is appropriate to good practice in health and safety | | | * The provided example is described * The relevance of the example to good practice in health and safety is made explicitly clear * The provided example fully exemplifies best practice in health and safety | | | |
| / 8  (min. of 4) | | Pass or Referral |
| AC 1.4   * State the process for reporting and recording accidents in the organisation | **Referral [ca.2/8]** | | **Pass [4/8]** | | | **Good Pass [ca.6/8]** | | | |  | | |
| * No mention is made of accidents in the organisation * No process is given for reporting and recording accidents in the organisation | | * The process is stated for reporting and recording accidents although this may be brief and limited | | | * The process for reporting and recording accidents and near misses in the organisation is described as opposed to merely stated * The effectiveness of the process is evaluated | | | |
| / 8  (min. of 4) | | Pass or Referral |
| AC 1.5   * Explain how to communicate health and safety requirements to the team | **Referral [ca.3/12]** | | **Pass [6/12]** | | | **Good Pass [ca.9/12]** | | | |  | | |
| * Little or nothing is given on communicating health and safety requirements * The communication is merely described as opposed to an explanation of how to do it | | * An explanation of how to generically communicate health and safety requirements is given although not explicitly to the team | | | * A thorough explanation is given of how to communicate detailed health and safety requirements specifically to the team * An explanation is given of how to communicate health and safety requirements to the team which includes checking their understanding | | | |
| / 12  (min. of 6) | | Pass or Referral |
| **Assessment comments** (optional): | | | | | **Verification comments** (optional): | | | | | | | |
| **Learning Outcome / Section 2:** Know how to conduct a risk assessment of the team’s work environment [56 Marks] | | | | | | | | | | | | |
| **Assessment Criteria (AC)** | **Sufficiency Descriptors**  *[Typical standard that , if replicated across the whole submission, would produce a referral, borderline pass or good pass result]* | | | | | | | | | **Assessor feedback on AC**  *[comments not necessary in every box]* | | |
| AC 2.1   * Explain the difference between a risk and a hazard | **Referral [ca.3/12]** | | **Pass [6/12]** | | | **Good Pass [ca.9/12]** | | | |  | | |
| * Neither risks nor hazards are explained * Risks and hazards are separately identified but the difference between them is not explained | | * Risks and hazards are identified and the difference between them is explained | | | * Risks and hazards are fully explained and the difference between them is explained in detail * The implications are explained of risks and hazards and how they are used in health along safety along with major categories of risks that lead to accidents | | | |
| / 12  (min. of 6) | | Pass or Referral |
| AC 2.2   * Use a simple recognised technique to assess risk and hazards in the workplace | **Referral [ca.4/16]** | | **Pass [8/16]** | | | **Good Pass [ca.12/16]** | | | |  | | |
| * No technique, or no recognised technique, is used to assess risks and hazards in the workplace * A technique for assessing risk and hazards is given but not used | | * A recognised technique is used to assess risk and hazards | | | * A detailed technique is used for assessing risks and hazards specifically in the workplace. Potentially harmful working practices are identified * Hazards and risks in the workplace are thoroughly assessed and recommendations produced | | | |
| / 16  (min. of 8) | | Pass or Referral |
| AC 2.3   * Use the information obtained from the risk and hazard assessment, and describe how to reduce the risk(s) and/or hazard(s) identified | **Referral [ca.4/16]** | | **Pass [8/16]** | | | **Good Pass [ca.12/16]** | | | |  | | |
| * No information is produced from the assessment of risk and hazards and/or how to reduce the risk(s) and/or hazard(s) is not described * The description of how to reduce the risk(s) and hazard(s) is not associated with the information based from the assessment * The described method is incorrect or inappropriate for reducing risk(s) or hazard(s) | | * The way to reduce the risk(s) and/or hazard(s) is described and is largely based implicitly on the information from the assessment | | | * An appropriate and valid way to reduce the risk(s) and/or hazard(s) is described and is clearly and explicitly based on the information from the assessment * A thorough and detailed description is given of an appropriate and valid method for reducing the risk(s) and/or hazard(s) | | | |
| / 16  (min. of 8) | | Pass or Referral |
| AC 2.4   * Explain the value of team involvement in risk assessment | **Referral [ca.3/12]** | | **Pass [6/12]** | | | **Good Pass [ca.9/12]** | | | |  | | |
| * There is nothing on involving the team in risk assessment * The involvement of team involvement in risk assessment is described but there is nothing on its value | | * The involvement of the team in risk assessment is explained although its value may be implied instead of being explained | | | * The value of involving the team in risk assessment is fully explained, perhaps in detail * Team involvement in risk assessment explicitly and clearly explains its value in detail | | | |
| / 12  (min. of 6) | | Pass or Referral |
| **Assessment comments** (optional): | | | | | **Verification comments** (optional): | | | | | | | |
|  | | | | | | | | | **/ 100** | | **TOTALMARKS** | |

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| **Assessor’s Decision** | | **Quality Assurance Use** | |
| **Outcome** (*delete as applicable*): **PASS / REFERRAL** | **Signature of Assessor:**  **Date:** | **Outcome** (*delete as applicable*): **PASS / REFERRAL** | **Signature of QA:**  **Date of QA check:** |