**MARK SHEET – Understanding health and safety in the workplace**

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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 the organisation’s policy and responsibilities for ensuring a safe and healthy working environment | | | | | | | | | |
| **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** | |
| AC 1.1  List current legislation and industry regulations relating to health, safety and welfare at work as relevant to a specific organisation | **Referral [ca. 3/12]** | | **Pass [6/12]** | | **Good Pass [ca. 9/12]** | | |  | |
| * Current legislation and industry regulations relating to health, safety and welfare at work are not listed * Only current legislation or only current industry regulation is listed, or what is listed is not current, correct or appropriate * Current legislation and industry regulations relating to health, safety and welfare at work are listed but are not relevant to a specific industry | | * Current legislation and industry regulations relating to health, safety and welfare at work are listed (This may include but not be limited to HASAW 1974 Act, COSHH, RIDDOR and sector specific regulations e.g. working at height, manual handling etc.) although the relevance to a specific industry may be more implicit than explicit | | * Current legislation and industry regulations relating to health, safety and welfare at work as relevant are listed in detail and are explicitly relevant to a specific organisation | | |
| / 12  (min. of 6) | Pass or Referral |

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| AC 1.2  Describe an organisation's policy in relation to one specific item of legislation or regulation | **Referral [ca. 3/12]** | **Pass [6/12]** | | **Good Pass [ca. 9/12]** | **Assessor feedback on AC** | |
| * The organisation’s policy in relation to one specific item of legislation or regulation is merely stated as opposed to described * A description is given of the organisation’s policy in relation to one specific item of legislation or regulation but is incorrect inappropriate or minimal | * A brief description is given of the organisation’s policy in relation to one specific item of legislation or regulation | | * The organisation’s policy in relation to one specific item of legislation or regulation is described in detail |  | |
| / 12  (min. of 6) | Pass or Referral |
| **Section comments** (optional): | | | **Verification comments** (optional): | | | |
| **Learning Outcome / Section 2:** Understand own responsibilities for health and safety in the workplace | | | | | | |
| **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** | |
| AC 2.1  Explain the difference between a hazard and a risk | **Referral [ca. 3/12]** | **Pass [6/12]** | | **Good Pass [ca. 9/12]** |  | |
| * The difference between a hazard and a risk is not explained or if explained, is not accurate or correct * Only hazard or only risk is explained | * The difference between a hazard and a risk is explained although the explanation may not make a clear distinction | | * The difference between a hazard and a risk is clearly and accurately explained * Examples may be given and how a risk can become a hazard may be explained |
| / 12  (min. of 6) | Pass or Referral |
| AC 2.2  Describe how to conduct a risk analysis | **Referral [ca. 4/16]** | **Pass [8/16]** | | **Good Pass [ca. 12/16]** | **Assessor feedback on AC** | |
| * No description of how to conduct a risk analysis is given or if given is inaccurate or incorrect | * How to conduct a risk analysis is described although the description may lack detail | | * How to conduct a risk analysis is clearly and accurately described with the logical steps or stages in the process set out and may include own company risk assessment procedures and/or documentation |  | |
| / 16  (min. of 8) | Pass or Referral |

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| AC 2.3  Identify the main areas of own responsibility for health and safety in the workplace | **Referral [ca. 4/16]** | | **Pass [8/16]** | | **Good Pass [ca. 12/16]** | | **Assessor feedback on AC** | |
| * The main areas of own responsibility for health and safety in the workplace are not identified or if identified are incorrect or inappropriate | | * The main areas of own responsibility for health and safety in the workplace are briefly identified | | * The main areas of own responsibility for health and safety in the workplace are identified and may include detail of own specific responsibilities for example; first aid, PPE etc. | |  | |
| / 16  (min. of 8) | Pass or Referral |
| AC 2.4  Describe how to ensure the team is aware of the health and safety requirements in the workplace | **Referral [ca. 4/16]** | | **Pass [8/16]** | | **Good Pass [ca. 12/16]** | | **Assessor feedback on AC** | |
| * No description of how to ensure the team is aware of the health and safety requirements in the workplace is given or if given, is insufficient, inaccurate or incorrect | | * How to ensure the team is aware of the health and safety requirements in the workplace is described although the description may lack detail | | * How to ensure the team is aware of the health and safety requirements in the workplace is clearly and accurately described. Examples may be given of how this happens e.g. H&S training, working parties etc. | |  | |
| / 16  (min. of 8) | Pass or Referral |
| AC 2.5  Describe how to monitor health and safety in the workplace | **Referral [ca. 4/16]** | | **Pass [8/16]** | | **Good Pass [ca. 12/16]** | | **Assessor feedback on AC** | |
| * How to monitor health and safety in the workplace is not described or if described is incorrect or inaccurate | | * How to monitor health and safety in the workplace is briefly described | | * How to monitor health and safety in the workplace is clearly and accurately described. Examples of relevant procedures and/or practices may be used to enhance description | |  | |
| / 16  (min. of 8) | Pass or Referral |
| **Section comments** (optional): | | | | **Verification comments** (optional): | | | | |
|  | | | | | | **/ 100**  **TOTAL MARKS** | | |
| **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:** | |