



Maintain the Safety of self and Others in the Workplace

Guidance Notes

For the first part of this unit your task is to look at the poster and circle any possible hazards or things that could cause incident or accident in the workplace. This will help with getting your brain thinking about how to remain safe when in the workplace.

1.1 – For this question use the handout provided. It will give you an understanding of the different pieces of legislation that relate to staying safe within the workplace. Your task is to give two different examples of different legislation used with the working environment and explain why they are in place. The handout will help you with this.

1.2 – For this question you are asked to look at accidents, incidents or possible dangers within the workplace. Think about what types of accidents could occur and if you identify a possible hazard who should be notified of this. You must also include who you would report an incident/accident to within the workplace.

2.1 – The next section is how you can identify dangers and avoid any possible dangers before they become an issue. The scenario is that you are a CAST employee and are taking out a group out fishing. Your job as the lead tutor is to identify any possible dangers and ensure that all the learners within the group are safe.

Think about when we have visited different venues and try to recall any dangers you identified. The pictures below will help refresh your memory.



2.2 – From the possible dangers you have discovered on the previous question, you must now look at who else may be affected from the possible hazards. Think about other people who may be present at the venue as well as other colleagues.

2.3 – From looking at the possible dangers within the angling session, you must now look at ways of how to reduce the risk of hazards or possible injury during the session. Looking back at the hazards you completed for 2.1, you must now look at ways of making them safe. For example, take extra care when dealing with sharp tackle and equipment.

3.1 – The next section of this unit is about PPE (Personal Protective Equipment) Imagine the same scenario as before, taking a group of learners out on a fishing session. What PPE would you wear to keep yourself safe and protected?

3.2 – As above you are still taking a group of learners on a fishing trip. Think about the measure you may take before letting the learners go off and begin fishing. Think about what is around the area and how to ensure the safety of all learners as well as yourself. Again thinking back to the dangers, you identified in 2.1.

3.3 – For this question you need to identify the different pieces of angling equipment and list them in the workbook. The key words handout will help you with identifying different pieces of angling equipment.

3.4 – For this question you need to identify how to remain safe and follow basic guidelines of when in a working environment (in this case, an angling session) What would you do before taking a group to a venue to ensure the site is safe to visit? Think about what process you need to do to identify hazards and ways of minimising dangers.

STAY SAFE

4.1 - The following section covering section 4.1 – 4.4 will be carried out by your tutor in the form of a witness testimony.

5.1 – The following three questions are all based around leaving the work area in a safe condition. For 5.1 you must explain what you must do with tools and equipment once you have finished with them. Ensure you include checking for any damages.

5.2 – Again looking at disposing of waste correctly, can you explain how you would dispose of any waste materials. Think about recycling and the different ways of dealing with waste materials.

5.3 – This question is looking at what you need to do with tools and equipment after use. Make sure you include the different pieces of equipment as well as the different PPE used.

6.1 – For the final section of this unit you will identify how to respond in an emergency. There are two examples given and you must for both of the examples state what you would do if that situation. For both of these examples think about how you would keep yourself safe as well as offering the best possible care/outcome for the injured angler.

6.2 – Once you have dealt with the emergencies stated above, who is responsible for dealing with them and where must they be reported to. Think about senior members of staff and the correct procedure to follow when an accident occurs in the workplace.

