

Guidance on Health & Safety

Most of your NVQ Units start with Health & Safety issues, stating you must comply with statutory regulations and organisational safety requirements (your company's policies).

You will need to produce a portfolio containing **guidance notes** on all the statutory regulations relevant to your job role and company (several of these you can take straight from the NVQ support folder you are given).

Your list of regulations should contain at least the following: HASAWA, COSHH, PPE, RIDDOR and Manual Handling

Look at the Health & Safety Executive website (www.hse.gov.uk/pubns/), go to **free leaflets**, look at the top 10 list, most if not all of these will be relevant to you.

Look through the A-Z list and select additional leaflets that are relevant to your job role and company.

Produce a contents sheet titled **Part 1 Statutory Regulations Guidance leaflets** and number each item.

Produce a contents sheet titled **Part 2 Company Policies & Procedures** and number each item.

Include the following items :- company fire policy, company first aid and accident procedures, company risk assessments (relevant to you), company policy on dangerous/hazardous incidents (near miss), company policy on use and storage of COSHH regulated substances.

The list of items are non-exhaustive and can continually be added to (your job role may change/expand).

Once you have compiled your H&S portfolio it can be referred to through out your log/reports as evidence of your knowledge on how to deal with any safety issues, ensuring you take the correct action.