

Cambridge Technicals Level 3 (OCR)
Sport and Physical Activity

**Only complete this booklet if you are enrolled on the
Diploma (double award). You will also need to complete
the Unit 1 booklet.**



Transition work for Unit 4
Working Safely in Sport, Exercise, Health and Leisure

Name.....

Unit 4 – Working Safely in Sport, Exercise, Health and Leisure

A knowledge of health and safety is essential in any area of employment and is particularly important when working in the sport or leisure industry where some activities might be considered higher risk. This unit provides students with the knowledge they need to work in the industry, and much of the content would also be relevant in other types of industry too.

The following transitional work is designed to develop your knowledge and understanding of relevant legislation (law) and legal principles that are relevant in the industry. A knowledge of these areas is essential and can help maintain a safer environment for all – employer, employees and participants.

You are required to complete **ALL** tasks in the booklet ready to hand in to your Unit 4 teacher, Mr Rooney, in September when you start the course. You can submit a handwritten copy or complete it electronically before printing off your final version.

You will be tested on the content of this booklet at the start of Term 1 via a formal transition assessment so make sure that you prepare thoroughly by completing the tasks to the best of your ability and starting to prepare additional revision resources.

Underperformance in the transition assessment could result in you being removed from the course.

Duty of Care

A duty of care is a legal factor that can apply in many aspects of life. In essence, it is the principle that we owe other people a duty of care and must try to ensure that we do not do anything that may result in them suffering harm. For example, when driving, you owe other road users a duty of care, you must not do anything that would obviously harm them. In employment you will often owe a duty of care to your colleagues and customers.

Acts or Omission

Someone may break their duty of care for someone by doing something that is obviously likely to place them at risk of harm – this is called an **act**. For example, they may drive far too fast for the speed limit or conditions.

Someone may also place someone at risk of harm by failing to do something – this is called an **omission**. For example, some may mop a floor but fail to put out a warning sign informing people that the floor is wet.

There is a recognition within the principle that not all harm is due to a breach of a duty of care, sometimes someone has done everything they should have done but an accident still happens, and someone suffers harm. Sport is a good example of this, there is a recognition that not every injury in a game is caused by dangerous or reckless behavior, sometimes due to the nature of sport it is just bad luck.

Types of Harm

The law recognizes that there are different ways in which someone can be harmed, they could suffer physical, psychological or financial harm. Sometimes someone might suffer from all three due to a breach in their duty of care.

Negligence

If someone fails to fulfil their duty of care, the person who suffers as a result can make a claim for negligence against them. In order to be successful, the person seeking compensation must be able to show the following three things.

1. They were owed a duty of care
2. The duty was broken
3. They suffered harm due to the breach in the duty of care

Higher Duty of Care

Some people are owed a higher duty of care because they are more vulnerable and more at risk of coming to harm. Children, particularly young ones, are owed a higher duty of care as they are less likely to be aware of the dangers around them. People with special needs may also fall into this category if their needs make it more likely they will suffer harm. People with special health needs or the elderly may also fall into this category too. This means that they may require a higher level of supervision and support than other customers or colleagues.

Task 1

You are working as a football coach on summer holiday sports camp, where parents leave their child with you for the day. The children are aged between 8 and 13.

1. Explain why you would owe the children a duty of care.

2. Identify what type of harm the children may be a risk of.

3. Describe what measures (at least 5) you could take to reduce the likelihood of them coming to any harm.

- a.

- b.

- c.

- d.

- e.

4. Explain why some of the children may require a higher duty of care than other, using specific examples to illustrate your points.

5. Not all harm is caused by a breach of a duty of care, can you explain a situation where someone might have been harmed but where the duty of care wasn't broken

Health and Safety Legislation

There are various pieces of legislation that you must be aware of as an employee in any industry, the following are the ones that you require knowledge of for your course and assessments too.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. (RIDDOR)

This act makes it a legal requirement for employers to record and report certain incident, injuries, disease and dangerous occurrences involving employees, self-employed workers and members of the public.

What needs to be reported?

A death in the workplace

Specified injuries to workers

Injuries to workers which result in their incapacitation for more than seven days

Injuries to non-workers, which result in their being taken directly to hospital for treatment, or specified injuries to non-workers that occur on hospital premises.

The specific list of what must be recorded can be found using the following link.

<https://www.hse.gov.uk/riddor/reportable-incidents.htm>

What needs to be reported?

The date the report is made

The method of reporting

The date, time and place of the event

Personal details of those involved

A brief description of the nature of the event or disease.

Records can be kept in any form but must conform to data protection requirements.

Control of Substances Hazardous to Health Regulations (2002)

The Control of Substances Hazardous to Health (COSHH) Regulations 2002 are in place to control hazardous substances in the workplace, such as chlorine in the swimming pools, cleaning chemicals and dust produced by machines.

Employers are responsible for taking effective measures to control exposure and protect health. They need to follow industry guidelines and carry out a risk assessment on all chemicals:

- ▶ Does any product you use have a danger label?
- ▶ Is the substance harmful to breath in?
- ▶ Can the substance harm your skin?
- ▶ Is it likely that harm could arise because of the way you use or produce it?
- ▶ What are you going to do about it?
- ▶ Use something else?
- ▶ Use it in another, safer way?
- ▶ Control it to stop harm being caused?

What must employers do?

COSHH is the law that requires employers to control substances that are hazardous to health. You can prevent or reduce workers exposure to hazardous substances by:

- finding out what the health hazards are;
- deciding how to prevent harm to health ([risk assessment](#));
- providing control measures to reduce harm to health;
- making sure they are used;
- keeping all control measures in good working order;
- providing information, instruction and training for employees and others;
- providing monitoring and health surveillance in appropriate cases;
- planning for emergencies.

If you are working as a leisure assistant at a large leisure centre there may be times when you are required to follow COSHH guidelines.

Task 3

Identify two instances where your duties may place you in a situation where you may come into contact with substances that could be hazardous to health. Following this, explain what measures you might have to take to minimize the risk that you would be exposed to. For example, would you be required to use personal protective equipment (PPE)?

a. _____

b. _____

First Aid Regulations (1981)

The health and Safety First Aid Regulations require that all businesses provide adequate and appropriate first aid equipment, facilities and people, so employees can be administered immediate help in the case of an accident, injury or illness.

Provision for first aid

The minimum first aid provision on any work site is:

- ▶ A suitably stocked first aid kit
- ▶ An appointed person to take charge of first aid arrangements
- ▶ Information for employees about first aid arrangements

Employers assess their need to provide first aid; this is not only a matter of the number of people employed (where 25 people are employed at least one person should be appointed), but also associated with the type of hazards and risks at the workplace. For example, a gymnastics club may only employ four people, but the hazards and risks are high, so they would have to provide appropriate first aid for their employees. Appropriate first aid means that sufficient first aid equipment, facilities and personnel should be available at all times.

In assessing their needs (see figure 4.4), employers should consider:

- ▶ The nature of the work and workplace hazards and risks
- ▶ The nature of the workforce
- ▶ The organisation history of accidents
- ▶ The size of the organisation
- ▶ Work patterns
- ▶ The remoteness of the site from emergency medical services
- ▶ Annual leave and other absences of first aiders and appointed persons
- ▶ First aid provision for non-employees

Task 5

Select 4 leisure or sporting environments where there will be employed staff, for example, a leisure centre, an outdoor adventure company, a gym etc. Describe what sort of 1st Aid provision each one would require and explain how you made that judgement (use the factors listed above to aid your explanation).

a. _____

b. _____

c. _____

d. _____

Under the Regulatory Reform (Fire Safety) Order (2005)

Under the Regulatory Reform (Fire Safety) Order 2005, all businesses must carry out fire risk assessments, equipment checks, plan for emergencies and put into place and maintain fire measures.

A fire logbook must be used to record the following:

- Summary of checks and tests to be carried out by the manager (responsible person)
- Summary of checks and tests to be carried out by a competent person (e.g. service engineer)
- Forms for recording checks and tests carried out by the manager
- Fire alarm system tests
- Fire extinguishers and hose reel inspections
- Emergency evacuations and drills
- Staff fire training record
- Employers must carry out a fire safety risk assessment and keep it up to date. This follows the same approach as health and safety risk assessments and should be carried out either as part of an overall risk assessment or as a separate exercise.
- Depending on the assessment, employees need to ensure that appropriate fire safety measures are in place to minimise the risk of injury or loss of life due to a fire.

They must also take appropriate measure to reduce the risk of fire.

Appropriate measures are:

- ▶ Keeping sources of ignition and flammable substances apart (for example, storage of chemicals at a swimming pool).
- ▶ Knowing how to detect fires and how to warn people quickly if they start, for example, by installing smoke alarms and fire alarms or bells, and having emergency action plans to evacuate buildings.
- ▶ Having correct fire-fighting equipment for putting a fire out quickly.
- ▶ Keeping fire exits and escape routes clearly marked and unobstructed at all times.
- ▶ Ensuring workers receive appropriate training on procedures they need to follow, including fire drills.
- ▶ Reviewing and updating risk assessments regularly.

The Disability Discrimination Act (1995) and the Equality Act (2010)

The Disability Discrimination Act (DDA) (1995) was the UK's main legislation to make it illegal to discriminate against people who have a disability. It has subsequently been updated and replaced by the Equality Act (2010).

The law bans disability discrimination by employers against disabled employees and users. Employers have a duty to provide services for disabled clients and also enable them to be employed.

Disabled clients or staff members must have access to all parts of the building needed for the employee to do their job and clients to access all appropriate activities. Facilities such as gyms and swimming pools must offer access and equipment that can be used by disabled clients. Staff should be trained in using all specific equipment, such as hoists and lifts, to enable disabled user access.

The main activities covered by the DDA are:

- ▶ Employment, including access to employment
- ▶ Access to and use of facilities and services, including access to leisure facilities
- ▶ Membership of private clubs and use of their facilities.

It is illegal to treat a disabled person less favourably or to make reasonable adjustments to accommodate someone whom is disabled.

- employers are likely to find it reasonable to provide accessible IT equipment;
- many shops are likely to find it reasonable to make their premises accessible to wheelchair users;
- councils are likely to find it reasonable to provide information in alternative formats (such as large print) as well as normal written form.

The Disability Rights Commission's Codes of Practice give more information to bodies with duties on assessing whether a particular adjustment is reasonable. In general, the factors to consider would include:

- whether the proposed adjustment would meet the needs of the disabled person;
- whether the adjustment is affordable;
- whether the adjustment would have a serious effect on other people.

