



HEALTH AND SAFETY COMPETENCIES

Description: the ability to work so that you reduce risks to health and safety, and to understand and carry out wider health and safety risk assessments

Main task	Be able to	Understand
Make sure your own actions at work reduce risks to health and safety	<ol style="list-style-type: none"> 1. identify the processes and tasks from your job, and what knowledge is required to carry them out competently and safely 2. use equipment, materials and products safely, following relevant instructions and legal requirements – in any setting 3. check that your personal presentation and behaviour on production or at work protects everyone’s health and safety, meets any legal responsibilities and follows workplace instructions 4. identify working practices or health and safety factors in your job or workplace which may harm you or others, including mental wellbeing – and which are the highest risk 5. be alert to deal with hazards or risks following the instructions and legal requirements provided on production or in your office 6. control those health and safety risks that you are able to, and are responsible for from a risk assessment, passing on suggestions for reducing risks to those people responsible for health and safety 7. ask for help, or ask questions, whenever you are uncertain about how to carry out a task or what is required to operate safely 8. name and locate people responsible for health and safety on your production or in your office who you should report matters to 	<ol style="list-style-type: none"> 1. the relevance of workplace health and safety to everyone’s day to day practice, on all size, type and location of productions 2. health & safety instructions, protocols, standards, permissions, conventions for where you work; any other people, departments, or processes involved; and how the other people involved do their jobs 3. the layout of the production or office and how different locations and facilities are referred to 4. typical hazards and risks which exist on a production, at work or on location (especially in particular roles) – and how these vary by types of genre or sector 5. your responsibilities and legal duties for health and safety in your job on a production or at work – potentially including safeguarding 6. your responsibility to control risks (as part of risk assessment), and how to manage risks which you are unable to deal with 7. where, when and how to ask for additional health & safety assistance 8. how to reduce risks of Covid-19 or other respiratory diseases
Advanced: carry out health and safety risk assessments of a workplace	<ol style="list-style-type: none"> 1. use appropriate techniques to identify hazards and evaluate risks in risk assessments, prioritising areas with potential for serious harm to health 2. put appropriate precautions in place within a risk assessment 3. present results and practical recommendations from risk assessments to those people responsible for health and safety 4. maintain suitable records of risk assessments, and review and revise them following standard practice 	<ol style="list-style-type: none"> 1. the person responsible/accountable for carrying out risk assessments, and who is able to provide guidance and advice 2. your health and safety responsibilities with regard to other people 3. work areas and work activities of people (including cast, contributors, general public and/or audience) you are carrying out assessments for 4. relevant legal requirements and standards, including safeguarding 5. workplace hazards most likely to cause harm or loss (including Covid-

	<ul style="list-style-type: none"> 5. ensure that you and/or your team are then working in compliance with risk assessments and relevant health and safety legislation 6. take suitable action to control or remove imminent risks, and consider and prioritise where further controls are required 	<ul style="list-style-type: none"> 19, hazards that can impact mental health or wellbeing, or hazards on location), and the importance of remaining alert to them 6. the purpose, legal implications and importance of carrying out risk assessments, and what to do with the results 7. techniques, resources and information for carrying out risk assessments, including identifying hazards, risks, control measures
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Also see: Mental health awareness; Management and leadership