A silhouette of a chef

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**SITXWHS006**

**Identify Hazards, Assess and Control Safety Risks.**

**ASSESSOR MARKING GUIDE**

Introduction

Welcome to the Assessor Marking Guide for *SITXWHS006 Identify hazards, assess and control safety risks*. This Marking Guide provides you with assessment tasks, checklists and marking guidance. It also provides advice on delivering the assessment for this unit.

This document is one of a suite of resources which has been developed by RTO Works to support you in delivering assessment for units of competency from the Tourism, Travel and Hospitality Training Package.

Please ensure that you read this guide in conjunction with the *Hospitality Works Trainer and Assessor User Guide.*

Supporting documents

A number of documents have been provided with this Marking Guide to support assessors and students.

For the assessor

* *Hospitality Works Trainer and Assessor User Guide*: The Assessor User Guide provides important information for assessors relating to the delivery of quality assessment.
* *Assessment Mapping*: A mapping guide is included as a separate document to show how each assessment task maps to the unit of competency. You will find the assessment mapping in the Mapping folder for this unit.
* *Supporting resources*: Supporting resources include templates and checklists which can be used when preparing for and marking assessment tasks. You will find the supporting resources in the Assessor Resources folder for this unit. For this unit, the supporting assessor resources comprise:
  + *WHS Policy and Procedures* (Assessment Task 2)
  + *WHS Plan* (Assessment Task 2)
  + *WHS Plan Assessor* (Assessment Task 2).

For the student

* *Hospitality Works Student User Guide*: The Student User Guide provides important information for students relating to completing training, work placements and assessment.
* *Student Assessment Tasks*: he Student Assessment Tasks include the tasks as well as guidance about how to complete each assessment. Submission information and relevant forms are also included. The Student Assessment Tasks for this unit can be found in the Assessment folder for this unit.
* *Supporting resources*: Supporting resources include templates, journals, workbooks and portfolios which can be used by the student to support them in providing evidence of their competence. You will find supporting resources in the Student Resources folder for this unit. Please ensure that students receive these documents before they begin their assessment tasks.

For this unit, the supporting resources for students comprise:

* + *WHS Policy and Procedures* (Assessment Task 2)
  + *WHS Plan* (Assessment Task 2).

Assessing this unit

*SITXWHS006 Identify hazards, assess and control safety risks* describes the performance outcomes, skills and knowledge required to identify hazards, assess the associated workplace safety risks, take measures to eliminate or minimise those risks, and document all processes.

The unit applies to all tourism, travel, hospitality and event sectors and to any small, medium or large organisation.

All people working at all levels can participate in risk assessments which are commonly conducted as a team effort. Frontline operational personnel, who operate with some level of independence and under limited supervision, would assist other colleagues during the process. Individuals may conduct the assessments independently of others.

For students to be assessed as competent, they must successfully complete two assessment tasks:

* Assessment Task 1: Knowledge questions – Students must answer all questions correctly.
* Assessment Task 2: Hazard and risks project – Student must identify hazards and assess risks for a case study organisation and then complete activities to eliminate/minimise risks.

Assessment Task 2: Hazards and risks project

Information for assessors

In this task, students are required to demonstrate their skills and knowledge required to identify hazards, assess the associated workplace safety risks, take measures to eliminate or minimise those risks, and document all processes.

Students will need access to:

* their *Student Assessment Tasks*
* their learning resources and other information for reference
* WHS information provided by state/territory regulator (RTO to include name of relevant regulator)
* WHS information at:
  + <https://www.safeworkaustralia.gov.au/resources-and-publications/video-and-audio/fun-exciting-and-safe-whs-major-events>
* their *WHS Policy and Procedures*
* their *WHS Plan*.

Ensure that you:

* review the advice to assessors regarding administering practical assessment in the *Hospitality Works Trainer and Assessor User Guide*
* provide students with a due date for assessment
* follow your organisation’s policies and procedures
* refer to your organisation’s Training and Assessment Strategy
* provide written feedback to each student
* provide resubmission guidance to students (including a timeline) who do not complete the task satisfactorily
* complete the Assessment Task 2 Checklist which can be found at the end of this task
* complete the Final Results Record which can be found at the end of this Assessor Marking Guide.

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| **i** | **Assessment delivery information** |
| Assessment delivery information which has been contextualised to your RTO’s student cohort can be found in Appendix A of the *Hospitality Works Trainer and Assessor User Guide*.­Use this information to advise students of:   * where this task should be completed * the maximum time allowed for completing this assessment task * whether or not this task is open-book   *Note*: Students should complete and submit an assessment cover sheet with their work. A template is provided in Appendix B of the Assessor User Guide but you should refer to your organisation’s policies and procedures.   * Students must submit:   + a completed *WHS Plan* including the *Hazard Identification and Risk Assessment Tool*   + a screenshot of stored files   + handouts x 4. | |

Information for students

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| Tasks required for this unit  This unit of competency requires that you:   * use organisational work health and safety (WHS) plan to identify each of the following types of actual or foreseeable workplace hazards: | |
| * + physical environment   + plant | * + work practice   + security issue |
| * assess the safety risk associated with each of the above hazards, using appropriate risk assessment tools and template documents | |
| * take measures to eliminate or control the risks identified for each of the above hazards in line with organisational procedures. | |
| Instructions for how you will complete these requirements are included below. | |

Activities

Complete the following activities.

Carefully read the following information.

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| Atom | **Scenario-** Best Events Catering is a catering company that provides catering for events. The company is committed to health and safety and has implemented a work health and safety management system  As part of the event planning process, an event work health and safety plan is to be used to identify actual or foreseeable workplace hazards including hazards associated with the physical environment, plant/equipment, work practices and security issues.  You are a Catering Manager with Best Events Catering and you are required to identify hazards and assess risks relevant to an upcoming event you are planning. This can be catering for an event of your choice such as an open day for an education institution or a conference or a local craft fair. You are also required to control risks for the event.  With this in mind, you are to complete all of the activities below.  **What do I need to demonstrate?**  During this task, you will be required to demonstrate a range of the skills and knowledge that you have developed during your course. These include:   * Identify hazards by:   + accessing and using hazard identification tools and template documents.   + either work alone or with other personnel to identify hazards.   + keeping records of identified hazards according to organisational procedures. * Assess the safety risk associated with a hazard.by:   + accessing and using risk assessment tools and template documents.   + either work alone or with other personnel to use a systematic method to assess the risk.   + collect sufficient evidence of the type and level of risk posed by the identified hazard.   + documenting the outcome of the risk assessment and suggesting actions to eliminate or control risks.   + keeping records of risk assessments according to organisational procedures. * Eliminate or control the risk by:   + discussing ways of eliminating or controlling the risk with others.   + taking measures to eliminate or control risks.   **How will I provide evidence?**  Your assessor will provide you with templates and administration documents to complete each activity. You will find some detailed information about providing evidence; this will include.   * a completed *WHS Plan* including the Hazard Identification and Risk Assessment Tool * a screenshot of stored files * handouts x 4.   You will need to complete each activity and submit the completed templates and tasks at the end of each step.  **Tips for completing your *Project***   * Read through this assessment and each of the Projectactivities before you get started and make sure you understand what you need to do. If you are unsure, speak to your assessor and/or supervisor. * Stay up to date! * Stay in touch with your assessor. Ask questions, raise issues, check in, communicate.   Most importantly, ask for help if you are having trouble! |
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| **Activities-** |

1. Review the Best Events Catering *WHS Policy and Procedures* and access relevant documentation.

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| Person eating | Review the Best Events Catering *WHS Policy and Procedures* to identify the procedures that need to be followed, as well as methods for hazard identification and risk assessment for an event.  Following your review, access the *WHS Plan* template that includes the Hazard Identification and Risk Assessment Tool from the *Student Resources* folder.  Carefully review these documents in preparation for the next task. Make notes as required.  **Requirements:** Provide a review the Best Events Catering WHS Policy and Procedures to identify the procedures that need to be followed, as well as methods for hazard identification and risk assessment for an event. |

1. Conduct a Hazard Identification and Risk Assessment.

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| Document | As per the company’s policy, you are now required to identify hazards, assess risks and develop risk control measures.  Submit the Draft Hazard Identification and Risk Assessment (template provided), ensuring that you identify a minimum of 10 actual or foreseeable hazards and associated risk assessment and controls.  As indicated in the Health and Safety Policy and Procedures, this will be through an initial review of available information about hazards and risks, as well as consulting with colleagues in activity 2.4.  Proceed to preparing your Hazard Identification and Risk Assessment Tool by reviewing the information as per the link under “Required” and by visiting the web site of the WHS regulator relevant to the NSW and identifying at least one item of relevant information from there.  The information provided under “Required” is general regarding events so you should also think of particular risks that also may apply to catering for events.  Follow the instructions in the Hazard Identification and Risk Assessment Tool, ensuring that you identify a minimum of 10 actual or foreseeable hazards and associated risk assessment and controls.  Create a suitable folder in your drive. File your work as Draft Hazard Identification and Risk Assessment Tool.  Take a screenshot of the folder structure to show that you have filed and kept this record. |
| Document | Submit the Draft Hazard Identification and Risk Assessment Tool to your assessor. You will discuss your work in a meeting in the next activity and your assessor will advise you of the date and time of the meeting. |
|  | **Requirements:** Submit the Draft Hazard Identification and Risk Assessment (template provided), ensuring that you identify a minimum of 10 actual or foreseeable hazards and associated risk assessment and controls. |

1. Participate in a meeting to discuss hazards and risk assessment and control.

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| Chat | In this activity, you will participate in a meeting with your assessor to discuss Hazard Identification and Risk Assessment Tool.  Go through your Hazard Identification and Risk Assessment Tool and explain all the hazards you have identified and your suggestions for risk controls as documented in the Tool. Ensure you explain your rationale for each risk control methods.  Your assessor will also suggest additional controls which you should discuss. |
| Person eating | Following the meeting you are to update your Hazard Identification and Risk Assessment tool (in the *WHS Plan template*) to include the suggestions from your assessor showing that you can incorporate the views of others.  In the folder that you have previously created, file your work as Final Hazard Identification and Risk Assessment Tool.  Take a screenshot of the folder structure to show that you have filed and kept this record. |
| Document | Submit your completed and screenshots of your folder structure and files within it to your assessor.  **Requirements:** participate in a brief meeting with your assessor to discuss Hazard Identification and Risk Assessment Tool. |
|  | **In the meeting from Assessor side**: see Hazard Identification and Risk Assessment Tool in the *WHS Plan Assessor* for guidance with marking. Ensure that the student has at least one WHS issue that relates to:   * physical environment * plant/equipment * work practice * security issue.   If not, recommended your suggestions.  Following the meeting you are to update your Hazard Identification and Risk Assessment tool and submit the final and updated version. |

1. Take measures to eliminate or control risks.

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| Person eating | Assume that you have identified risks for your event as follows:   * Physical environment - Slips and trips * Plant/equipment - Safe manual handling * Work practice - Fatigue management * Security issue - Customer behaviour e.g. customers consuming too much alcohol   In order to control the risks, you are required to develop four short information handouts to address all of the following risks and that can be provided to staff for information and guidance on each issue.  The format and style for the handouts are as follows:   * Create clear and concise one (1) page handouts. * Using simple and clear language. For, example, use simple English and avoid jargon or slang. * Use appropriately sized fonts and present well-formatted, grammatically correct information. * Ensure that the handouts you create use the same layout, font, colours and style. |

**Requirements:** In order to control the risks, you are required to develop **four short information handouts** to address all of the following risks and that can be provided to staff for information and guidance on each issue.

The format and style for the handouts are as follows:

* Create clear and concise one (1) page handouts.
* Using simple and clear language. For, example, use simple English and avoid jargon or slang.
* Use appropriately sized fonts and present well-formatted, grammatically correct information.

Ensure that the handouts you create use the same layout, font, colours and style.

Assessment Task 2: Checklist

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| Student’s name: |  | | | |
| Has the following been completed? | | Completed successfully? | | Comments | |
| Yes | No |
| The student has satisfactorily accessed and used the Hazard Identification and Risk Assessment.  As evidenced by the student satisfactorily completing the Hazard Identification and Risk Assessment. | |  |  |  | |
| The student has satisfactorily reviewed the information indicated to identify actual or foreseeable hazards.  As evidenced by the student satisfactorily completing the Hazard Identification and Risk Assessment. | |  |  |  | |
| The student has satisfactorily worked alone to identify hazards and systematically assess risks.  As evidenced by the student satisfactorily completing the Hazard Identification and Risk Assessment. | |  |  |  | |
| The student has satisfactorily worked with others to identify hazards and systematically assess risks.  As evidenced by the student participating in the meeting with the assessor to discuss and add to Hazard Identification and Risk Assessment. | |  |  |  | |
| The student has satisfactorily identified the type and level of risk posed by each of the identified hazard and justify this through sufficient evidence.  As evidenced by the student satisfactorily completing the Hazard Identification and Risk Assessment. | |  |  |  | |
| The student has satisfactorily used the WHS Plan including the Hazard Identification and Risk Assessment to identify at least 10 actual or foreseeable hazards that relate to the physical environment, plant/equipment, work practice and security and issue.  As evidenced by the student satisfactorily completing the Hazard Identification and Risk Assessment. | |  |  |  | |
| During the meeting with the assessor, the student satisfactorily demonstrated effective communication skills including:   * speaking clearly and concisely   You could understand what the student said, they used formal language but with no jargon.   * speaking assertively when suggesting control methods   Such as stating “I believe strongly that this is an appropriate risk method because…”   * using non-verbal communication to assist with understanding   Such as nodding to indicate understanding, smiling to facilitate communication.   * asking questions to identify required information   By asking relevant questions.   * responding to questions as required   By providing a clear and concise and relevant response to the question asked.   * using active listening techniques to confirm understanding.   By paraphrasing information or feedback provided to confirm understanding. | |  |  |  | |
| The student has satisfactorily documented the outcome of the risk assessment, suggesting actions to eliminate or control risks.  As evidenced by the student satisfactorily completing the Hazard Identification and Risk Assessment. | |  |  |  | |
| The student has satisfactorily kept records of identified hazards and risk assessments.  As evidenced by the student satisfactorily completing the Hazard Identification and Risk Assessment and filing it as evidenced by the screenshots they provided. | |  |  |  | |
| The student has satisfactorily discussed ways with their assessor of eliminating or controlling risks as documented in the Hazard Identification and Risk Assessment.  As evidenced by the student participating in the meeting with the assessor to discuss and add to Hazard Identification and Risk Assessment. | |  |  |  | |
| The student has satisfactorily taken measures to eliminate or control risks for each of the identified hazards as per the Health and Safety Policy and Procedures.  As evidenced by the student developing all of the handouts indicated at 2.4 | |  |  |  | |
| Task outcome: | * Satisfactory | | | * Not satisfactory |
| Assessor signature: |  | | | |
| Assessor name: |  | | | |
| Date: |  | | | |