



RECOGNISING ACHIEVEMENT

Oxford Cambridge and RSA Examinations

**The College of St Mark and St John
British Association of Advisers and Lecturers
in Physical Education**

OCR LEVEL 3 CERTIFICATE IN OFF-SITE SAFETY MANAGEMENT

SCHEME CODE: 03327

From 1 September 2002

QCA Approved

QCA Accreditation Number: 100/1469/X

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1 OVERVIEW

1.1 INTRODUCTION

The OCR Level 3 Certificate in Off-Site Safety Management has been designed to recognise candidates' knowledge, understanding and skills in planning and evaluating the safety aspects of off-site activities.

The qualification has been developed in partnership with the British Association of Advisers and Lecturers in Physical Education and the College of St Mark and St John. The qualification has been designed in response to increased concerns about safety in off-site activities. It addresses the content of recent legislation in this area and provides an opportunity for candidates to explore the application of the legislation in practical situations.

The qualification will be appropriate for those working in a range of different situations where they are responsible for taking children/young people/adults out of their everyday environments (eg on geography or environmental field trips, on sporting away events, on organised activities). It aims to equip candidates with the ability to apply knowledge, understanding and problem solving skills in a range of contexts to the standard that would be needed in the workplace.

This qualification meets the QCA Common Criteria for qualifications and also the QCA Criteria for Vocationally Related Qualifications.

1.2 AIMS

- 1 To develop knowledge and understanding of off-site safety procedures and the ability to apply this to a range of different contexts.
- 2 To develop ability to plan, manage and evaluate off-site activities in order to ensure the safety of the participants.
- 3 To develop skills that are relevant to the workplace and which can be adapted to meet different circumstances
- 4 To encourage further study and promote the value of continuing professional development.

1.3 TARGET GROUP

The scheme is designed for adults working with young people where they will be required to plan, manage and evaluate off-site safety policies, procedures and activities. It will be particularly appropriate for teachers, trainers and youth workers who are seeking a specialist qualification in off-site safety management.

1.4 STATEMENT OF LEVEL

This qualification has been designed to assess skills at Level 3 of the National Framework of Qualifications. The qualification has been designed to be comparable in demand to A Level or Advanced Level GNVQ.

1.5 PRIOR LEARNING

Candidates are required to have attended a course at an approved course centre before they can be entered for assessment.

Although there are no formal entry requirements in terms of prior learning, candidates may find it helpful to draw on previous knowledge and experience of managing safety issues in the workplace. Basic understanding of planning processes and risk assessment may also provide useful starting points.

The qualification has been designed to assess skills at Level 3 of the National Framework of Qualifications and the assessment requirements reflect this level.

1.6 OVERLAPS WITH OTHER OCR QUALIFICATIONS

There are no overlaps with other OCR qualifications. There are therefore no restrictions on entering this qualification alongside other OCR qualifications.

1.7 GUIDED LEARNING HOURS

It is suggested that an average candidate with the recommended prior learning should take around 15 guided learning hours to acquire the knowledge, understanding and skills necessary to meet the assessment objectives successfully. However this figure is for guidance only and will vary depending on individual candidates and the mode of delivery.

1.8 PROGRESSION

The OCR Level 3 Certificate in Off-Site Safety Management has been designed to aid candidates in developing knowledge and understanding that would enhance their performance in the workplace and thus assisting in preparing them for greater responsibility.

Candidates who are successful in achieving this qualification and who wish to broaden their practical skills in managing events and activities may wish to progress to the following National Vocational Qualifications: the Level 3 NVQ in Sport, Recreation and Allied Occupations – Operations and Development; the Level 3 NVQ in Outdoor Education, Development Training, Recreation; the Level 3 NVQ in Events Management.

1.9 SIGNPOSTING TO KEY SKILLS

The grid below indicates where a course of study leading to the OCR Level 3 Certificate in Off-Site Safety Management could provide candidates with opportunities to develop some of the skills and knowledge necessary for the achievement of the specified Key Skills.

Key Skills		OCR Level 3 Certificate in Off-Site Safety Management Sections		
Key Skill	Evidence Reference	1	2	3
Communication Level 3	C3.1a	✓	✓	✓
	C3.2	✓	✓	
	C3.3	✓		✓
Information Technology Level 3	IT3.1	✓		
	IT3.2	✓		
	IT3.3	✓		✓
Application of Number Level 3	N3.1			
	N3.2	✓		
	N3.3			

1.10 OPPORTUNITIES FOR ADDRESSING SPIRITUAL, MORAL, ETHICAL, SOCIAL AND CULTURAL ISSUES

Tutors delivering a programme of study leading to the Certificate in Off-Site Safety Management would have opportunities to address these issues throughout the course.

Candidates will need to consider all of these issues when planning events for particular groups. They will need to consider the appropriateness of events for different target groups where children/young people/adults have different social and cultural values and to identify issues that may arise in meeting these needs.

Additionally, as candidates will be responsible for the members of the group who are in their care, they will need to consider moral, ethical, social and cultural issues in relation to the influence that they will have over those for whom they are responsible. Candidates will need to consider issues when taking responsibility for children, young people and other adults in a range of different contexts including overnight visits and overseas trips and well as day trips.

1.11 OPPORTUNITIES FOR ADDRESSING HEALTH AND SAFETY ISSUES, ENVIRONMENTAL ISSUES AND EUROPEAN DEVELOPMENTS

Health and Safety issues are central to the purpose of the OCR Level 3 Certificate in Off-Site Safety Management and opportunities to address these issues will be present throughout a course of study leading to this qualification. Candidates will be able to address health and safety in range of different contexts and to review the different issues affecting children/young adults/adults in different contexts.

Environmental concerns can be addressed in terms of identification and evaluation of potential off-site visits and also in terms of the impact of leading groups into particular areas. Candidates will be able to explore the range of information on environmental issues that they may need to share with the people who are in their groups; decisions on the way in which information is shared may also generate discussion of moral, ethical and social issues.

The OCR Level 3 Certificate in Off-Site Safety Management will also provide opportunities to address European developments. Candidates will be able to explore this in relation to taking groups abroad on off-site trips and also in relation to the way in which European legislation impacts on off-site safety management.

1.12 OPPORTUNITIES FOR ADDRESSING LEGAL AND FINANCIAL ISSUES

These will occur in considerations surrounding planning, management and evaluation of off-site activities/events. Candidates will need to explore, in particular, legal issues in relation to health and safety and in relation to particular groups such as children and people with particular needs. There will opportunities to apply these considerations to a wide range of different contexts.

1.13 RELATIONSHIP WITH NATIONAL OCCUPATIONAL STANDARDS

The OCR Level 3 Certificate in Off-Site Safety Management has not been designed to address the requirements of a specific set of Occupational Standards. However, the focus on health and safety and the need to plan for the safety of others provides indirect links with a number of NVQs including: the Level 3 NVQ in Sport, Recreation and Allied Occupations – Operations and Development; the Level 3 NVQ in Outdoor Education, Development Training, Recreation; the Level 3 NVQ in Events Management.

The qualification is consistent with the principles of occupational standards in that it:

- identifies the standard of competence to be achieved through the use of assessment objectives which are supported by underpinning knowledge and understanding
- includes technical, planning and problem solving skills which will enhance flexibility in employment and promote opportunities for progression
- ensures that the competence achieved is broad enough to be flexible and capable of adaptation to meet new and emerging occupational patterns
- includes statutory and legal obligations
- focuses on health and safety requirements
- is free from overt or covert discrimination against individuals
- is presented in plain language and a straightforward format to ensure accessibility for end users
- provides a satisfactory basis for assessment
- reflects best employment practice

1.14 SPECIAL ARRANGEMENTS

Full details of the arrangements that are available for candidates with special assessment needs are contained in the OCR booklet *Access to Vocational Assessment: Arrangements for Candidates with Disabilities and Learning Difficulties*.

1.15 SUPPORT FOR CENTRES

A booklet entitled, 'Guidelines for Delivery of Courses leading to the Certificate in Off-Site Safety Management' will be available to all approved centres. A video, produced by The College of St Mark and St John, which supports the syllabus, is available from the College. The OCR Video Unit also produces a video entitled 'Managing Fieldwork Safety' which may be of help in this context. Workshops for centres are available through the OCR Training and Customer Support Division.

1.16 QCA ACCREDITATION NUMBERS

OCR Level 3 Certificate in Off-Site Safety Management	QCA Accreditation Number
OCR Scheme Code 00370	100/1469/X

2 QUALIFICATION STRUCTURE AND UNIT CONTENT

2.1 THE STRUCTURE OF THE QUALIFICATION

The OCR Level 3 Certificate in Off-Site Safety Management is a single unit qualification. The assessment is designed to assess whether the candidate has developed sufficient knowledge and understanding to take a group off-site safely.

The assessment content is divided into three sections each representing a vital stage in managing an off-site activity/event.

The three sections are:

1 Planning for the event

This section addresses those aspects of planning which must be completed before the group departs in order to ensure the safe management of the event. It includes assessing the needs of the group, arranging the necessary staffing, and undertaking a risk assessment.

2 Managing the event

This section addresses the key management requirements relating to group safety during an activity including appropriate actions and procedures required when dealing with both minor and major incidents and contingencies.

3 Evaluating the event

This section addresses the essential review of the whole event that must be carried out to effectively improve future planning and practice.

The content is sub-divided into assessment objectives and knowledge and understanding.

Assessment Objectives: These state the essential requirements for candidates to achieve the pass standard. All assessment objectives will be tested in each examination

Knowledge and Understanding: This section identifies the range of essential knowledge and understanding which candidates will need in order to achieve the assessment objectives. Not all knowledge and understanding will be assessed in each examination. However, a programme of study leading to the examination will need to cover all knowledge and understanding in order to ensure that candidates are fully prepared for assessment as any items listed as knowledge and understanding may be tested in any examination.

2.2 ASSESSMENT PATTERN

The qualification is assessed by an external examination that is set and marked by OCR. The 3 hour paper-based examination is offered a number of times a year.

The assessment will be designed to test all the assessment objectives. Candidates will be required to apply their knowledge and understanding to three different scenarios. The three different scenarios will be drawn from the following list:

- a local visit not requiring transport
- a day visit
- a UK residential visit
- a trip abroad

Examination results will be graded either Pass or Fail.

In order to achieve a Pass, candidates will be required to achieve at least 70% of the marks available.

2.3 UNIT CONTENT

Learning Outcomes

Candidates following a course of study leading to this qualification will develop skills in:

- Planning the programme and administration for an off-site visit/event effectively
- Identifying and working within the legal framework surrounding off-site activity
- Assessing the needs of a group and identifying the necessary staffing
- Undertaking reviews of safety requirements and risk assessments
- Outlining the key requirements relating to group safety during an activity
- Identifying appropriate actions and procedures to deal with both minor and major incidents
- Identifying key elements of an effective post-event evaluation report
- Preparing post-event evaluations for a specified audience

Assessment Objective	Knowledge and Understanding
<p>1 Planning for the event</p> <p>AO1 Demonstrate knowledge and understanding necessary for the safe planning of off-site events.</p>	<p>Purpose of the Event</p> <ul style="list-style-type: none"> • Setting clear objectives for the visit <p>The Group</p> <ul style="list-style-type: none"> • Group composition: <ul style="list-style-type: none"> – Age – Gender – previous experience – capability – numbers – match to activity – fitness for the activity – if relevant – social and cultural background • Group selection: <ul style="list-style-type: none"> – Known to the leader – Behaviour – Interest in topic – Previous experience – Maturity – Gender balance • Catering for individual special needs: <ul style="list-style-type: none"> – Mobility – Behaviour – Psychological – Medical

	<p>Staffing</p> <ul style="list-style-type: none"> • Staffing requirements: <ul style="list-style-type: none"> – Ratio of staff to number in the group – Ratio of staff to needs of group members/activity requirements – Local/national requirements/guidelines – Criminal clearance issues • Selecting staff: <ul style="list-style-type: none"> – Staff experience of the activity, location, age-group – Personal qualities of staff – relationships, management, maturity, interests – Staff qualifications for the activity, first aid, driving – Staff fitness for the activity – if relevant <p>Safety Guidelines</p> <ul style="list-style-type: none"> • Sources to check: <ul style="list-style-type: none"> – local <ul style="list-style-type: none"> ◆ institutional ◆ local education authority ◆ regional/area accredited scheme – national <ul style="list-style-type: none"> ◆ government ◆ national governing bodies ◆ professional and voluntary associations
<p>AO2 Demonstrate knowledge and understanding of the legal framework surrounding off-site activity.</p>	<p>Legal Responsibilities</p> <ul style="list-style-type: none"> • Outline of relevant law: <ul style="list-style-type: none"> – statute – common law – European directives and regulations – subsidiary law – Regulations/Statutory instruments – non-statutory guidance and Codes of Practice • Principles of negligence: <ul style="list-style-type: none"> – duty of care – higher duty of care – “in loco parentis” – vicarious liability

	<ul style="list-style-type: none"> • Contract issues: <ul style="list-style-type: none"> – legal commitment – completion – redress – Package Tours etc Regulations 1992 • Relevant statute: <ul style="list-style-type: none"> – Employers’ and employees responsibilities Health and Safety at Work Act 1974 – Requirement for risk assessment Management of Health and Safety Regulations, 1999 – Substantial access and criminal clearance Children Act, 1989 – A safe environment Occupiers Liability Acts, 1975 and 1984 – Scope and exclusions for the licensing of Centres Activity Centres (Young Persons’ Safety) Act, 1995 – The Protection of Children Act, 1999
<p>AO3 Apply knowledge and understanding of risk assessment to specified contexts.</p>	<p>Risk Assessment</p> <ul style="list-style-type: none"> • The process: <ul style="list-style-type: none"> – review previous risk assessments where available – identify hazards – identify those who could be affected by hazards – evaluate risks – record the process – review as required • Aspects to consider: <ul style="list-style-type: none"> – travel arrangements <ul style="list-style-type: none"> ◆ assembly ◆ mode of transport ◆ breaks in journey ◆ levels of supervision ◆ dispersal – venue <ul style="list-style-type: none"> ◆ residential base ◆ activity sites ◆ site/venue security ◆ fire precaution arrangements

	<ul style="list-style-type: none"> – programme <ul style="list-style-type: none"> ◆ matching to group capability ◆ qualifications of activity staff ◆ group equipment and resources ◆ personal clothing and equipment ◆ first aid requirements – environmental conditions <ul style="list-style-type: none"> ◆ weather conditions ◆ seasonal variations – communications <ul style="list-style-type: none"> ◆ within the group ◆ with the venue staff ◆ with home base ◆ with emergency services • Response to risk assessment: <ul style="list-style-type: none"> – further controls necessary – decision to proceed/abort
<p>AO4 Apply knowledge and understanding to ensure effective administration of off-site activities.</p>	<p>Essential Administration</p> <ul style="list-style-type: none"> • Programme: <ul style="list-style-type: none"> – schedule the event – make transport arrangements – staffing decisions – ratios, roles and responsibilities of leader and assistants – codes of conduct for the group and care of the environment – check of personal clothing and equipment • Certification: <ul style="list-style-type: none"> – passports – AALA – qualifications – driving requirements • Consultations: <ul style="list-style-type: none"> – approvals – parental information – tourist information – others with knowledge of the venue/locality • Financial administration: <ul style="list-style-type: none"> – Budgeting (anticipated costs and income) – Systems for monitoring incoming and outgoing monies (audit trails) – Systems for recording income and outcomes

	<ul style="list-style-type: none"> – Security systems – Plans for surplus income – Preparation of balance sheet on completion
2 Managing the event	
AO5 Demonstrate the knowledge and understanding necessary for managing groups and staffing for off-site activities.	<p>Group Management</p> <ul style="list-style-type: none"> • briefing the staff and the group • achieving the objectives of the event • monitoring and reacting to <ul style="list-style-type: none"> – group’s response to the demands of the activity – changing environment • staff deployment and supervision
AO6 Demonstrate ability to plan for contingencies and manage incidents.	<p>Contingency Planning</p> <ul style="list-style-type: none"> • Set up: <ul style="list-style-type: none"> – group details left at base and taken with staff – emergency contact at base – System to contact next of kin in emergencies and system cascaded to all staff – systems for dealing with a major incident involving other agencies – alternative plan in the event of unforeseen circumstances <ul style="list-style-type: none"> ◆ transport breakdown ◆ delay ◆ illness (staff or members of the group) ◆ injury (including availability of first aid) ◆ poor weather conditions ◆ changes in activities ◆ next of kin unavailable (during/after event) <p>Incident Management</p> <ul style="list-style-type: none"> • minor (dealt with on site): <ul style="list-style-type: none"> – dealing with the incident – managing the whole group – assessing the situation – continuing the activity or returning to base

	<ul style="list-style-type: none"> • major (involving other agencies): <ul style="list-style-type: none"> – immediate action at the scene – implement procedures governing contact with: <ul style="list-style-type: none"> ◆ emergency services ◆ organisation/centre ◆ immediate family ◆ media – dealing with the incident – managing the whole group – post incident arrangements – assessing the situation – continuing the activity or returning to base – record essential information – returning the group to base or home – post incident care of the group
<p>3 Evaluating the event</p> <p>AO7 Demonstrate the ability to carry out post-event evaluation.</p>	<p>Why?</p> <ul style="list-style-type: none"> • Integral part of risk management • Achievement of objectives • Reflect on the effectiveness of the planning • To improve on the organisation of future events • Review ‘near misses’ and other safety issues <p>What?</p> <ul style="list-style-type: none"> • How well the objectives of the activity were met • Initial planning (including staffing and safety planning) • Meeting legal requirements • Effectiveness of the risk assessment • Administration (including programme and implementation) • Effectiveness of contingency plan • Group management • Incidents and ‘near misses’ <p>How?</p> <ul style="list-style-type: none"> • Debrief group, staff and others involved • Reflection by group leader • Report

	<p>When?</p> <ul style="list-style-type: none">• Before leaving the venue• Soon after arriving at base <p>For whom?</p> <ul style="list-style-type: none">• Parents• Organisation management• Group leader
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