



Diploma in Funeral Arranging and Administration (DIP.FAA) LESSON PLAN

MODULE 3. Legislation (Country specific to learner)

| Unit 6. Health and Safety for Funeral Arrangers. | |
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| Purpose and Aim of the Unit: | The purpose of the unit is to enable learners to understand their obligations and procedural requirements in relation to health and safety in the workplace. |
| Learning Outcomes: | By the end of the session, the learner will; |
| 3.6.1 | Know the implications of the Health and Safety at Work Act. |
| 3.6.2 | Know the requirements of Fire Regulations.. |
| 3.6.3 | Know the requirements of First Aid Regulations. |
| 3.6.4 | Understand the purpose of carrying out risk assessments for Funeral Arrangers.. |
| 3.6.5 | Know safe manual handling techniques. |
| 3.6.6 | Know the issues relating to notifiable diseases. |
| 3.6.7 | Understand the importance of personal safety when conducting interviews in a client's home. |



This unit affords opportunities for learners to provide evidence of development and achievement of the following skills and competencies:

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| Building Relationships | Technical Knowledge |
| Equality and Diversity | Legislative Knowledge |
| Communication – Oral and Written | Client Care |
| Handling Conflict | Attention to Detail |



MODULE 3: Introduction to Funeral Arranging and Administration

UNIT 6: Health and Safety for Funeral Arrangers.

| Approximate Session Time: 3hrs | | | |
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| Timing | Learning Activity (Tutor & Learners) | Resources | Assessment Method |
| 0 – 10mins | <ol style="list-style-type: none">1) Introduction, Housekeeping & Register2) Refer to aims & objectives of the Unit3) Refer to student learning materials4) Describe the activities planned for the session | PowerPoint/ Laptop/Projector Student Learning Materials Student Register | Not Applicable |



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| <p>11– 40mins</p> | <p>Tutor to outline the key legislative and procedural requirements of the Health and Safety at Work Act 1974, i.e. What the H&S 74 means to include the responsibility of the employer and employee</p> <p>RIDDOR & COSHH explanations.</p> <p>Who is responsible for Health and Safety within the workplace and what obligations do employers have?</p> | <p>Power Point ,Reference to internet http://www.hse.gov.uk/pubns/law.pdf</p> | <p>Not Applicable</p> |
| <p>41- 70mins</p> | <p>Fire Safety</p> <p>The Fire Precautions Act 1971 & Regulatory Reform (Fire Safety) Order 2005. It came into force in 2006</p> <p>See http://www.communities.gov.uk/fire/firesafety/firesafetylaw/</p> <p>See http://www.communities.gov.uk/documents/fire/pdf/144647.pdf</p> <p>Facilitate discussion around the relevance within the workplace – how does this affect individuals?</p> | <p>Power point</p> <p>Describing the relevant extinguishers for the relevant fires!</p> <p>Reference to Internet Health and safety made simple http://www.hse.gov.uk/simple-health-</p> | <p>Learning Outcome 1</p> <p>Learning Outcome 2</p> |



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| <p>71-100mins</p> <p>101 – 115</p> <p>116 - 125</p> | <p>Refer to Fire Triangle</p> <p>Extinguishers http://www.firetrainingvideos.com/datasheets.html</p> <p>The Health and Safety (First Aid) Regulations 1981.</p> <p>Tutor – reference to http://www.hse.gov.uk/firstaid/legislation.htm</p> <p>Are any of the group First Aid Trained? Ask students to share experiences of either observing or administering first aid.</p> <p>Discuss the basics and the importance of knowing the basics.</p> <p style="text-align: center;">COMFORT BREAK</p> <p>Tutor Lead discussion around the importance of Risk Assessments for Funeral Arrangers. Emphasise that in any case of suspected contagious disease it is the duty of the Funeral Arranger / Funeral Director to consider Risk Assessment and to point out to relatives and clients that there is a risk of infection and that it is better that they should not view the body.</p> <p>The risk presented to relatives needs to be identified and controlled by a Funeral Director concerned. Funeral Arrangers should always</p> | <p>safety/simplehealthsafety.pdf</p> <p>First Aid Box</p> <p>Accident Book</p> <p>Various Plasters Bandages and Fake tablets</p> | <p>Learning Outcome 3</p> <p>Learning Outcome 4</p> |
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| <p>125 – 150</p> | <p>check with their Funeral Director if unsure.</p> <p>Manual handling techniques</p> <p>Check if anyone has been trained in Manual handling? If so, invite to demonstrate correct lifting procedure</p> <p>Discuss - How does Manual Handling affect funeral arrangers / funeral directors.</p> <p>Engage students in a in practical demonstration (if practical)</p> | <p>Power point Group Work http://www.hse.gov.uk/pubns/indg143.pdf</p> | <p>Learning Outcome 5</p> <p>Practice / Role Play</p> |
| <p>151 – 165</p> | <p>Notifiable Diseases</p> <p>Regulations concerning notifiable disease Refer students to the learning materials – task to identify and explain the implications to Arrangers / Directors.</p> | <p>Power Point Group work Internet references Safe management of healthcare waste Version 1.0 Caution 224 pages!</p> | <p>Learning Outcome 6</p> |
| <p>166- 180</p> | <p>Personal Safety</p> <p>Employers have a Duty of Care towards their Staff and to this end must ensure their safety at all times.</p> | | |



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| | <p>This is not only necessary with regard to the handling of bodies and lifting etc. but also with regard to Lone Workers in the office or possibly single members of staff who may visit clients in their homes in order to arrange funerals.</p> <p>Students to highlight the issues of being a lone worker</p> <p>http://www.suzylamplugh.org/wpcms/wp-content/uploads/GUIDANCE-ON-CHOOSING-A-LONE-WORKER-SYSTEM.pdf</p> <p>http://www.hse.gov.uk/pubns/indg73.pdf</p> <p>Proof of Learning to be carried out by Tutor. (material on Moodle)</p> | <p>Group discussion with ideas written on board and considered.</p> | <p>Learning Outcome 7</p> |
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| Module 3 Unit 6 | ASSESSMENT CRITERIA |
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| | The learner can: |
| 3.6.1 | Outline the responsibilities of the employer and employee with regard to the current Health and Safety at Work Act |
| 3.6.2a | Outline the requirements of the following current regulations: a) Fire Precautions; |
| 3.6.2b | b) Regulatory Reform (Fire Safety). |
| 3.6.3 | Outline the current Health and Safety (First Aid) Regulations. |
| 3.6.4 | Explain the purpose of carrying out risk assessments for funeral arrangers. |
| 3.6.5 | Outline safe manual handling techniques. |
| 3.6.6 | Identify issues relating to notifiable diseases. |
| 3.6.7a | Identify potential risks when visiting a client in their home. |
| 3.6.7b | Outline a procedure for lone working when visiting a client at home. |