

H5NB 04 (SCDHSC0022) — Support the Health and Safety of Yourself and Individuals

Overview

This standard identifies the requirements when keeping yourself and individuals safe and secure within a work setting where children, young people or adults are cared for or supported. This includes carrying out health and safety checks before you begin work activities, ensuring your actions support health and safety, and taking action to deal with emergencies.

Additional Information

Scope/range related to Performance Criteria

The details in this field are explanatory statements of scope and/or examples of possible contexts in which the NOS may apply; they are not to be regarded as range statements required for achievement of the NOS.

NOTE: Where an individual finds it difficult or impossible to express their own preferences and make decisions about their life, achievement of this standard may require the involvement of advocates or others who are able to represent the views and best interests of the individual.

Where there are language differences within the work setting, achievement of this standard may require the involvement of interpreters or translation services.

An accident may be a major or minor incident that is unforeseen and causes injury; accidents may be due to falls; hazards in the environment; illness; disability; weaknesses; sensory and cognitive impairment; frailty.

Approved methods and procedures may include using correct moving and handling techniques; wearing correct personal protective clothing appropriate to the situation, environment and activities; using and storing equipment and materials safely; dealing with spillages safely; safe disposal of waste; safe handling of food; effective hygiene practices.

Health and environmental emergencies may relate to fire, security, serious accidents, minor accidents or first aid.

A **hazard** is something with potential to cause harm.

The **individual** is the person you support or care for in your work.

A **risk** takes account of the likelihood of a hazard occurring and may include the possibility of danger, damage or destruction to the environment and goods; the possibility of injury and harm to people.

Security risks may include bomb scares; intruders; missing people; lost keys.

Scope/range related to Knowledge and Understanding

All knowledge statements must be applied in the context of this standard.

Values

Adherence to codes of practice or conduct where applicable to your role and the principles and values that underpin your work setting, including the rights of children, young people and adults. These include the rights:

- ◆ to be treated as an individual
- ◆ to be treated equally and not be discriminated against
- ◆ to be respected
- ◆ to have privacy
- ◆ to be treated in a dignified way
- ◆ to be protected from danger and harm
- ◆ to be supported and cared for in a way that meets their needs, takes account of their choices and also protects them
- ◆ to communicate using their preferred methods of communication and language
- ◆ to access information about themselves

Performance Criteria — What you do in your job

You must provide evidence to meet all the 24 Performance Criteria for this Unit. The Performance Criteria are grouped under headings to assist you with planning how best to meet these points.

Place the number of the piece of work where this Performance Criteria has been met in the evidence box after each criteria.

Carry out health and safety checks before you begin work activities

	Performance Criteria	Evidence Number where this criteria has been met
1	Make sure that you are aware of the setting's health, safety and security procedures before you begin work activities.	
2	Check any risk assessments relating to work activities before you begin.	
3	Use risk assessments to plan and carry out your work.	
4	Examine the areas in which you work and any equipment to be used, to ensure that they are safe and hazard free and conform to legal and work setting requirements for health and safety.	
5	Wherever possible, remove hazards that might pose a health and safety risk to yourself and other people.	
6	Report any health and safety issues as required in the work setting.	

Ensure your actions support health, safety and security in the place where you work

	Performance Criteria	Evidence Number where this criteria has been met
7	Operate within the limits of your own role and responsibilities in relation to health and safety.	
8	Follow requirements of the work setting to ensure that people know where you are at all times.	
9	Ensure that your own health and hygiene do not pose a threat to others.	
10	While working with individuals , take account of their preferences and needs when you ensure their health and safety and your own.	
11	Check that people who are present have a right to be there.	
12	Check for hazards and health, safety and security risks whilst you are working.	
13	Take appropriate action if you identify the likelihood of an accident , injury or harm.	
14	Work with others to minimise potential risks.	
15	Use approved methods and procedures when undertaking potentially hazardous work activities.	
16	Report any health and safety issues in the place you are working that may put yourself and others at risk.	
17	Complete health, safety and security records according to legal and work setting requirements.	
18	Seek additional support to resolve health and safety problems when necessary.	

Take action to deal with emergencies

	Performance Criteria	Evidence Number where this criteria has been met
19	Take appropriate and immediate action to deal with health and environmental emergencies	
20	Summon assistance appropriate to the emergency.	
21	Support individuals during the emergency.	
22	Provide assistance within your own competence until someone who is qualified to deal with the emergency is available.	
23	Support others who may be affected by the emergency.	
24	Report on emergencies according to legal and work setting requirements.	

Knowledge and Understanding — Why and how you do what you do in your job

You must provide evidence of your knowledge and understanding to meet all the 36 knowledge points for this Unit. The knowledge points are grouped under headings to assist you with planning how best to meet them.

Place the number of the piece of work where each knowledge point has been met in the 'evidence number' box after each point.

Rights

	Knowledge and Understanding <i>You need to know and understand:</i>	Evidence Number where this knowledge point has been met
1	Work setting requirements on equality, diversity, discrimination and rights.	
2	Your role in supporting rights, choices, wellbeing and active participation.	
3	Your duty to report anything you notice people do, or anything they fail to do, that could obstruct individuals' rights.	
4	The actions to take if you have concerns about discrimination.	
5	The rights that individuals have to make complaints and be supported to do so.	

How you carry out your work

	Knowledge and Understanding <i>You need to know and understand:</i>	Evidence Number where this knowledge point has been met
6	Codes of practice, standards, frameworks and guidance relevant to your work and the content of this standard.	
7	The main items of legislation that relate to the content of this standard within your work role.	
8	Your own background, experiences and beliefs that may affect the way you work.	
9	Your own roles and responsibilities with their limits and boundaries.	
10	Who you must report to at work.	
11	The roles and responsibilities of other people with whom you work.	
12	How to find out about procedures and agreed ways of working in your work setting.	
13	How to make sure you follow procedures and agreed ways of working.	
14	What you should do when there are conflicts and dilemmas in your work.	
15	How and when you should seek support in situations beyond your experience and expertise.	

Health and Safety

16	Your work setting policies and practices for health, safety and security.	
17	Practices that help to prevent and control infection in the context of this standard.	

Safe-guarding

	Knowledge and Understanding <i>You need to know and understand:</i>	Evidence Number where this knowledge point has been met
18	The duty that everyone has to raise concerns about possible harm or abuse, poor or discriminatory practices.	
19	Signs and symptoms of harm or abuse.	
20	How and when to report any concerns about abuse, poor or discriminatory practice, resources or operational difficulties.	
21	What to do if you have reported concerns but no action is taken to address them.	

Handling information

22	Legal requirements, policies and procedures for the security and confidentiality of information.	
23	Work setting requirements for recording information and producing reports including the use of electronic communication.	
24	What confidentiality means.	
25	How to maintain confidentiality in your work.	
26	When and how to pass on information.	

Knowledge that is Specific to this NOS

	Knowledge and Understanding <i>You need to know and understand:</i>	Evidence Number where this knowledge point has been met
27	Legislation and work setting procedures to prevent and control infection.	
28	Aspects of your own health and hygiene that can help prevent the spread of infection.	
29	Legislation and work setting requirements for dealing with incidents and emergencies.	
30	Different kinds of incidents and emergencies that may arise in your work setting.	
31	Your responsibility for keeping yourself and others safe within your work role and environment.	
32	Additional hazards to consider when working alone.	
33	How to take responsibility for your own health and wellbeing.	
34	Practices for safe moving and handling.	
35	Approved methods and procedures for potentially hazardous activities you undertake at work.	
36	National and local guidance on falls prevention and factors that impact on falls.	

The candidate and assessor must only sign below when all Performance Criteria and knowledge points have been met.

Unit assessed as being complete

Candidate's name	
Candidate's signature	
Date submitted to Assessor as complete	

Assessor's name	
Assessor's signature	
Date assessed complete	

Internal Verification

To be completed in accordance with centre's internal verifier (IV) strategy.

Evidence for this Unit was sampled on the following date/s	Internal verifier's signature	Internal verifier's name

This Unit has been subject to an admin check in keeping with the centre's IV strategy.

Date of admin check	Internal verifier's signature	Internal verifier's name

Unit completion confirmed

Internal verifier's name	
Internal verifier's signature	
Date completed	