

SCDHSC0032 - SQA Code HC62 04

Promote health, safety and security in the work setting



Overview

This standard identifies the requirements when you promote the health, safety and security of yourself and others for whom you are responsible within settings where children, young people or adults are cared for or supported. This includes monitoring and maintaining health, safety and security, promoting working practices that are safe, healthy and secure and minimising risks arising from emergencies.

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Performance criteria

Maintain health, safety and security in the work setting

You must be able to:

- P1 follow organisational safety and security procedures while in **the work setting**
- P2 ensure that appropriate people know where you are at all times
- P3 monitor work areas and **working practices** to ensure that they are safe and free from **hazards** and conform to legal and work setting requirements for health and safety
- P4 before starting and while carrying out work activities, identify health, safety and security issues that may present **risks** to yourself or other people
- P5 minimise identified health, safety and security risks
- P6 take account of **individuals'** preferences and needs when you ensure your own safety and that of individuals and other people during your work activities
- P7 check people's right to enter or to be in and around the premises and the environment in which you are working
- P8 take action in line with legal and work setting requirements to deal with people who do not have a right to enter or to be present
- P9 take action in line with legal and work setting requirements to ensure that equipment and materials are used and stored correctly and safely
- P10 take action in line with legal and work setting requirements to deal with the spillage of hazardous and non hazardous materials
- P11 take action in line with legal and work setting requirements to dispose of waste immediately and safely
- P12 report health and safety issues in accordance with legal and work setting requirements
- P13 complete health, safety and security records within confidentiality agreements and according to legal and work setting requirements
- P14 seek additional support in relation to health, safety and security issues when necessary

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You must be able to:

- P15 operate within the limits of your own role and responsibilities in relation to health and safety
- P16 act as a role model in promoting health, safety and security
- P17 support others to understand and follow correct safety procedures
- P18 work with others to identify, minimise and manage potential risks and hazards in the working environment and when carrying out work activities

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- P19 take appropriate action where there is the likelihood of an **accident** or injury
- P20 use appropriate **risk assessments**
- P21 support others to use appropriate risk assessments
- P22 use safe procedures and techniques for moving and handling
- P23 support others to use safe procedures and techniques for moving and handling
- P24 use **approved methods and procedures** when carrying out potentially hazardous work activities
- P25 support others to use approved methods and procedures when carrying out potentially hazardous work activities
- P26 encourage others to identify and report any issues in the working environment that may put themselves or others at risk
- P27 support others to identify and report any issues they have identified
- P28 support others to complete health and safety records correctly

Minimise risks arising from emergencies

You must be able to:

- P29 make informed decisions about actions to take when risk factors and hazards may cause an incident or emergency
- P30 take **appropriate and immediate action** to deal with health and environmental **emergencies** and **incidents**
- P31 provide support and assistance within your own competence until someone who is qualified to deal with the emergency is available
- P32 make the area around the person at the centre of the emergency as private and safe as possible
- P33 follow correct safety procedures during incidents and emergencies
- P34 help others to follow correct safety procedures during incidents and emergencies
- P35 offer appropriate support to others involved in the incident or emergency
- P36 complete records and reports on incidents and emergencies within confidentiality agreements and according to legal and work setting requirements

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Knowledge and understanding

You need to know and understand:

Rights

- K1 legal and work setting requirements on equality, diversity, discrimination and rights
- K2 your role in promoting individuals' rights, choices, wellbeing and active participation
- K3 your duty to report any acts or omissions that could infringe the rights of individuals
- K4 how to deal with and challenge discrimination
- K5 the rights that individuals have to make complaints and be supported to do so

Your practice

You need to know and understand:

- K6 legislation, statutory codes, standards, frameworks and guidance relevant to your work, your work setting and the content of this standard
- K7 your own background, experiences and beliefs that may have an impact on your practice
- K8 your own roles, responsibilities and accountabilities with their limits and boundaries
- K9 the roles, responsibilities and accountabilities of others with whom you work
- K10 how to access and work to procedures and agreed ways of working
- K11 how to work in partnership with individuals, key people and others
- K12 how to manage ethical conflicts and dilemmas in your work
- K13 how to challenge poor practice
- K14 how and when to seek support in situations beyond your experience and expertise

Health and Safety

You need to know and understand:

- K15 your work setting policies and practices for monitoring and maintaining health, safety and security in the work environment
- K16 practices for the prevention and control of infection in the context of this standard

Safe-guarding

You need to know and understand:

- K17 the responsibility that everyone has to raise concerns about possible harm or abuse, poor or discriminatory practices
- K18 indicators of potential harm or abuse

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- K19 how and when to report any concerns about abuse, poor or discriminatory practice, resources or operational difficulties
- K20 what to do if you have reported concerns but no action is taken to address them

You need to know and understand:

Handling information

- K21 legal requirements, policies and procedures for the security and confidentiality of information
- K22 legal and work setting requirements for recording information and producing reports
- K23 principles of confidentiality and when to pass on otherwise confidential information

You need to know and understand:

Specific to this NOS

- K24 legislation and work setting procedures to prevent and control infection
- K25 aspects of your own health and hygiene that can help prevent the spread of infection
- K26 legislation and work setting requirements for dealing with incidents and emergencies
- K27 different kinds of incidents and emergencies that may arise in your work setting
- K28 your responsibility for keeping yourself and others safe within your work role and environment
- K29 additional hazards to consider when working alone
- K30 how to take responsibility for your own health and wellbeing
- K31 practices for safe moving and handling
- K32 approved methods and procedures for potentially hazardous activities you undertake at work
- K33 national and local guidance on falls prevention and factors that impact on falls
- K34 principles of risk assessment and risk management

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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

Appropriate and immediate action may include summoning emergency assistance

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

Emergencies are occurrences that present immediate and threatening danger to people, goods and/or the environment; they may relate to fire, security, serious accidents, minor accidents or first aid

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

Incidents require immediate attention to avoid possible danger and harm to people, goods and/or the environment. They may include intruders; chemical spillages; lost items such as keys; missing individuals; individuals locked out; contamination risk; aggressive and dangerous encounters; bomb scares

An **individual** is the adult, child or young 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

Risk assessments are documents that identify actual and potential risks and specify actions to address these

Working practices may include activities; procedures; use of materials or equipment; working techniques

The **work setting** may be in someone's home, within an organisation's premises, in the premises of another organisation, out in the community

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Scope/range relating 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

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 as complete:	

Internal Verification —

to be completed in accordance with centre's IV strategy

Evidence for this Unit was sampled on the following date/s:	IV's Signature	IV's Name

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

Date of admin check	IV's Signature	IV's Name

Unit completion confirmed

IV's Name:	
IV's Signature:	
Date complete:	