

SFHGEN96 - SQA Code HD3T 04

Maintain health, safety and security practices within a health setting



Overview

This standard relates to the continuous and consistent attention of each individual maintaining their health, safety and security practices within a health setting to protect themselves and others during all work activities. It also covers personal security and access to working environments. This standard does not cover the personal security of patient information data.

Users of this standard will need to ensure that practice reflects up to date information and policies.

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Performance criteria

You must be able to:

- P1 work within your level of competence, responsibility and accountability
- P2 challenge and confirm right of entry of people to the working environment and take prompt and appropriate action in response to any security problems or issues
- P3 check the risk assessments to identify the hazards and associated risks relevant to your work activities and whenever new protocols, procedures, techniques or equipment are introduced into your work practice
- P4 undertake a risk assessment if one has not been completed or refer to colleagues if this is outside your area of authority
- P5 ensure appropriate personal protective equipment and /or any security protection is worn relevant to the workplace environment and activity
- P6 follow any manufacturer's instructions and the risk assessment guidelines to ensure identified hazards are controlled within your work practices
- P7 check all resources are fully operational and any materials are within their expiry date and take appropriate action if any resources are not fit for use
- P8 apply the safe lifting and handling techniques required for your work activities
- P9 dispose of any waste or hazardous materials in accordance with specified local procedures and policies
- P10 maintain a tidy and clean work area during and following the work activity
- P11 ensure any resources are stored safely in an appropriate location and environment
- P12 promptly report any incidents or risks to health, safety and security to relevant personnel and complete the required health and safety records clearly and accurately in a timely manner
- P13 maintain full, accurate and legible records of information collected in line with current legislation, guidelines, local policies and protocols

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Knowledge and understanding

You need to know and understand:

- K1 work within your own level of competence, authority, responsibility and knowledgebase in relation to health, safety and security in the workplace
- K2 the range of personal and access security arrangements within your work area
- K3 rights of access and entry to the working environment and the importance of challenging unauthorised access and how to do this
- K4 the range of health and safety measures, infection prevention control and the relevant personal protective controls and containment, their importance and their applicability for the range of procedures within your working environment and level of responsibility
- K5 the range of hazards and the relevant risk assessment methods, the types of corrective action relevant to activities within your work practice
- K6 how to obtain and the application of risk assessments within your work practice and level of responsibility
- K7 the importance of checking resources are operational and safe to use within your work practice and how to do so
- K8 the type and range of defects associated with the resources within your work practice
- K9 safe systems of work and methods for using the resources relevant to your work activities ; their appropriate decontamination, disposal or storage requirements
- K10 the range of methods of waste disposal including any hazardous material disposal relevant to your work practice and the implications of non-compliance
- K11 the importance of dealing with spillages and breakages in the workplace and how to do so
- K12 the procedures for reporting adverse or unexpected events in the workplace
- K13 the relevant range of health, safety and security records and when and how to complete them
- K14 safe lifting and handling techniques relevant to your work area
- K15 the importance of maintaining tidy and clean work areas and how it can contribute to health, safety, security and infection prevention and control measures
- K16 the range of cleaning, disinfection agents or decontamination procedures appropriate to your work area and activities and how and when to apply them
- K17 the current national legislation, guidelines, local policies and protocols which affect your work practice

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Additional Information

External Links

This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004):

Dimension: Core 3: Health, safety and security

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:	