

DK4K 04 (HSC32) Promote, monitor and maintain health, safety and security in the working environment

Elements of competence

HSC32.1	Monitor and maintain the safety and security of the working environment
HSC32.2	Promote health and safety in the working environment
HSC32.3	Minimise risks arising from emergencies

About this Unit

For this Unit you are required to keep yourself, individuals and others for whom you are responsible, safe and secure within your working environment and minimise risks arising from emergencies.

Scope

The scope is here to give you guidance on possible areas to be covered in this Unit. The terms in this section give you a list of options linked with items in the Performance Criteria. You need to provide evidence for any option related to your work area.

Accidents could be due to: falls; hazards in the environment; illness; disability; weaknesses; sensory and cognitive impairment; frailty.

Incidents could include: intruders; chemical spillages; lost keys, purses etc., missing individuals; individuals locked out; contamination risk; aggressive and dangerous encounters; bomb scares.

Key people include: family; friends; carers; others with whom the individual has a supportive relationship.

Risks could include: the possibility of danger, damage and destruction to the environment and goods; the possibility of injury and harm to people.

The working environment could be: within an organisation's premises; in premises of another organisation; in someone's home; out in the community.

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

Your **knowledge and understanding** for this Unit will relate to legal requirements and codes of practice applicable to the scope of your work and others with whom you work; the nature of the work you are undertaking; your role and level of responsibility within your organisation (eg whether you have responsibility to support the work of others); the individuals, key people and others with whom you are required to work and the degree of autonomy you have for the management of your own work activities.

Values underpinning the whole of the Unit

The values underpinning this Unit have been derived from the key purpose statement¹, the statement of expectations from carers and people receiving services, relevant service standards and codes of practice for health and social care in the four UK countries. If you are working with children and young people they can be found in the principles of Care Unit HSC34. If you are working with adults they can be found in HSC35. To achieve this Unit you must demonstrate that you have applied the principles of care outlined in either Unit HSC34 or HSC35 in your practice and through your knowledge.

Evidence Requirements for the Unit

It is essential that you adhere to the Evidence Requirements for this Unit – please see details overleaf.

¹ The key purpose identified for those working in health and social care settings is “to provide an integrated, ethical and inclusive service, which meets agreed needs and outcomes of people requiring health and/or social care”

SPECIFIC EVIDENCE REQUIREMENTS FOR THIS UNIT	
Simulation:	
• Simulation is acceptable for Element 3 of this unit to demonstrate knowledge of emergency procedures, where evidence cannot be gained from real work practice. This would usually be around dealing with emergencies such as serious health or security issues which would not be likely to occur naturally in your work setting.	
The following forms of evidence ARE mandatory:	
• Direct observation: Your assessor must observe you in real work activities which will provide evidence for a significant amount of the performance criteria for most elements in this unit. For example how you ensure that you are working safely and how you ensure that those you are working with both individuals receiving care and other staff are kept safe, how you follow your organisation procedures for dealing with emergency situations such as calling in medical assistance. • Reflective Accounts/professional discussion: These are recordings of your real work practice, which explain your actions in the promotion and maintenance of working safely, in which you demonstrate your knowledge of the relevant policies and legislation both in terms of your organisation and national legal requirements.	
Competence of performance and knowledge could also be demonstrated using a variety of evidence from the following:	
• Questioning/professional discussion: May be used to provide evidence of knowledge, legislation, policies and procedures which cannot be fully evidenced through direct observation or reflective accounts. In addition the assessor or expert witness may also ask questions to clarify aspects of your practice. • Witness testimony: Can be a confirmation/authentication of the activities described in your evidence which your assessor has not seen. This could be provided by a work colleague or an individual receiving care. For example this can be confirmation of an activity you have been involved with and how you dealt with it e.g. a first aid emergency, security emergency. • Products: Will show your involvement in the preparation of formal and informal risk assessments. Identification of reports/records, which you have prepared and the assessor has access to, but need not be held in the portfolio for reasons of confidentiality e.g. accident reporting. For example you may already have completed a formally assessed qualification, some of which relates to Health and Safety, which may provide your assessor with evidence of your competence/knowledge in some aspects of this unit. e.g. First Aid, COSHH (Control of Substances Hazardous to Health), REHIS may provide knowledge evidence to support competence, provided some actual assessment has taken place and can be demonstrated.	
GENERAL GUIDANCE	
• Prior to commencing this unit you should agree and complete an assessment plan with your assessor which details the assessment methods you will be using, and the tasks you will be undertaking to demonstrate your competence. • Evidence must be provided for ALL of the performance criteria, ALL of the knowledge and the parts of the scope that are relevant to your job role. • The evidence must reflect the policies and procedures of your workplace and be linked to current legislation, values and the principles of best practice within the Care Sector. This will include the National Service Standards for your areas of work and the individuals you care for. • All evidence must relate to your own work practice.	

This is a mandatory unit and as such Direct Observation MUST be carried out by an assessor. Expert Witnesses could supply additional evidence.

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KNOWLEDGE SPECIFICATION FOR THIS UNIT

Competent practice is a combination of the application of skills and knowledge informed by values and ethics. This specification details the knowledge and understanding required to carry out competent practice in the performance described in this Unit.

When using this specification **it is important to read the knowledge requirements in relation to expectations and requirements of your job role.**

You need to provide evidence for ALL knowledge points listed below. There are a variety of ways this can be achieved so it is essential that you read the ‘knowledge evidence’ section of the Assessment Guidance.

You need to show that you know, understand and can apply in practice:		Enter Evidence Numbers
Values		
1	Legal and organisational requirements on equality, diversity, discrimination and rights when working with individuals, key people and others when monitoring and promoting health and safety.	
2	How to provide active support and promote individuals’ rights, choices and well-being whilst promoting healthy and safe working practices and minimising risks from incidents and emergencies.	
Legislation and organisational policy and procedures		
3	Codes of practice and conduct, and standards and guidance relevant to your own and the roles, responsibilities, accountability and duties of others in relation to health, safety and dealing with incidents and emergencies.	
4	Current local, UK legislation and organisational requirements, procedures and practices for: (a) data protection, including recording, reporting, storage, security and sharing of information (b) risk assessment and management (c) the protection of yourself, individuals, key people and others from danger, harm and abuse (d) monitoring and maintaining health, safety and security in the working environment (e) dealing with incidents and emergencies	
5	The purpose of, and arrangements for, supervision when involved in incidents and emergencies.	
Theory and practice		
6	How and where to access information and support that can inform your practice on health, safety and dealing with incidents and emergencies.	
7	The effects of stress and distress on yourself, individuals, key people and others.	
8	Conditions and issues you are likely to face in your work with individuals and key people.	
9	Methods of supporting individuals to: (a) express their needs and preferences (b) understand and take responsibility for promoting their own health and care (c) assess and manage risks to their health and well-being	

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You need to show that you know, understand and can apply in practice:		Enter Evidence Numbers
10	How to work with, and resolve conflicts that you are likely to meet.	
11	Methods of: (a) monitoring activities and the environment to minimise risk and keep the environment free from hazards (b) storing different equipment and materials safely and securely (c) minimising the risk of contamination and infection	
12	How to deal and work with hazardous and non-hazardous materials, equipment and waste, in order to minimise the risks of contamination and danger to yourself, individuals, key people and others with whom you work and are responsible for.	
13	Procedures, techniques and the differing types of equipment to enable you to lift, move and handle people, materials and items safely.	
14	How to assess risks to yourself, individuals, key people and others.	
15	The type of security and health incidents and emergencies that might happen in your area of work and working environment.	
16	The appropriate action to take for different security and health incidents and emergencies.	
17	Your own capabilities to deal with an accident and emergency, and when and how to summon additional help.	
18	How to promote health and safety to others, including the modelling of good practice.	

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HSC32.1 Monitor and maintain the safety and security of the working environment

Performance criteria		DO	RA	EW	Q	P	WT
1	You follow organisational safety and security procedures.						
2	You check people's right to enter , be in and around the premises and the environment in which you are working.						
3	You take appropriate actions to deal with people who do not have a right to enter, be in and around the premises and the environment in which you are working.						
4	Before starting and during work activities, you identify and minimise health, safety and security risks , seeking additional support where necessary.						
5	You monitor work areas and working practices to ensure that they: (a) are safe and free from hazards (b) conform to legal and organisational requirements for health and safety.						
6	You take account of individuals' needs, wishes, preferences and choices, whilst ensuring your own and the safety of individuals, key people and others when carrying out your work activities.						
7	You take appropriate action, following legal and organisational requirements, to: (a) ensure that equipment and materials are used and stored correctly and safely (b) deal with the spillage of hazardous and non hazardous materials (c) dispose of waste immediately and safely						
8	You follow, and support others to understand and follow correct safety procedures.						
9	You report health and safety issues to the appropriate people and complete health, safety and security records, within confidentiality agreements and according to legal and organisational requirements.						

DO = Direct Observation
EW = Expert Witness

RA = Reflective Account
P = Product (Work)

Q = Questions
WT = Witness Testimony

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HSC32.2 Promote health and safety in the working environment

Performance criteria		DO	RA	EW	Q	P	WT
1	You identify and work with others to identify, minimise and manage potential risks and hazards in the working environment and when undertaking work activities.						
2	You operate within the limits of your own role and responsibilities, in relation to health and safety.						
3	You use, and support others to use: (a) safe procedures and techniques for moving and handling (b) approved methods and procedures when carrying out potentially hazardous work activities (c) appropriate risk assessments .						
4	You identify and report, encourage and support others to identify and report any issues in the working environment, that may put yourself and others at risk.						
5	You act as a role model in promoting health, safety and security.						
6	You take appropriate action where there is the likelihood of an accident or injury.						
7	You ensure that the appropriate people know where you are at all times.						
8	You support others to complete health and safety records correctly.						

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HSC32.3 Minimise risks arising from emergencies

Performance criteria		DO	RA	EW	Q	P	WT
1	You take appropriate and immediate action to deal with health and environmental emergencies and incidents , summoning assistance immediately when this is necessary.						
2	You identify and make informed decisions about actions to take when risk factors and hazards may cause an incident or emergency.						
3	You provide ongoing support and assistance within your competence until someone who is qualified to deal with the emergency is available.						
4	You make the area around the person with the emergency as private and safe as possible.						
5	You follow, and help others to follow, the correct safety procedures in incidents and emergencies.						
6	You offer appropriate support to others involved in the incident and emergency.						
7	You record and report on incidents and emergencies accurately, completely, within confidentiality agreements, and according to organisational and legal requirements.						

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To be completed by the Candidate

I SUBMIT THIS AS A COMPLETE UNIT

Candidate's name:

Candidate's signature:

Date:

To be completed by the Assessor

It is a shared responsibility of both the candidate and assessor to claim evidence, however, it is the responsibility of the assessor to ensure the accuracy/validity of each evidence claim and make the final decision.

I CERTIFY THAT SUFFICIENT EVIDENCE HAS BEEN PRODUCED TO MEET ALL THE ELEMENTS, PCS AND KNOWLEDGE OF THIS UNIT.

Assessor's name:

Assessor's signature:

Date:

Assessor/Internal Verifier Feedback

To be completed by the Internal Verifier if applicable

This section only needs to be completed if the Unit is sampled by the Internal Verifier

Internal Verifier's name:

Internal Verifier's signature:

Date: