

H5VV 04 (SCDHSC0042) — Lead Practice for Health and Safety in the Work Setting

Overview

This standard identifies the requirements when leading practice for health and safety in settings where children, young people or adults are cared for or supported. This includes monitoring compliance with health, safety and security regulations and requirements, contributing to the development of systems to manage risk to yourself and other people, and continuously improving health, safety and security policies, procedures and practices.

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.

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 methods and procedures that have been set down in legislation, set by the employer, identified in risk assessments and/or set down by the producers of items, materials or equipment.

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.

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

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

Key people are those who are important to an individual and can make a difference to his or her wellbeing. Key people may include family, friends, carers and others with whom the individual has a supportive relationship.

Others are your colleagues and other professionals whose work contributes to the individual's wellbeing and who enable you to carry out your role.

Policies and procedures are formally agreed and binding ways of working that apply in many settings. Where policies and procedures do not exist, the term includes other agreed ways of working.

Practices may include activities, procedures, use of materials or equipment, working techniques.

Policies, etc **designed to promote people's health, safety and security** may include those designed to identify, assess and reduce stress and risk of danger, harm and abuse to individuals, key people, yourself and others. Harm and abuse may include neglect; physical, financial, emotional and sexual abuse; bullying; self-harm; reckless behaviour.

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, self-harm, bullying, abuse, reckless behaviour.

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.

Maintain compliance with health, safety and security requirements

	Performance Criteria	Evidence Number where this criteria has been met
1	Ensure the people with whom you work are aware of legal and work setting policies, procedures and practices required for health, safety and security relating to their work.	
2	Monitor health, safety and security policies, procedures and practices.	
3	Act as a role model in adhering to health, safety and security requirements.	
4	Take appropriate action where health, safety and security requirements are not being adhered to.	
5	Challenge working practices that are unsafe and unhealthy.	
6	Report working practices that are unsafe and unhealthy.	
7	Work with others to identify, assess, minimise and manage potential risks and hazards in the working environment.	
8	Ensure that you and the people with whom you work use approved methods and procedures when carrying out potentially hazardous work activities.	
9	Take appropriate action where there is the likelihood of an accident or injury.	

Maintain compliance with health, safety and security requirements (cont)

	Performance Criteria	Evidence Number where this criteria has been met
10	Take appropriate and immediate action to manage emergencies .	
11	Complete records and reports on health, safety and security issues, practices and incidents , within confidentiality agreements and according to legal and work setting requirements.	

Work in partnership to manage risk to personal safety

12	Work in partnership to assess and manage risks to individuals that may arise from their own actions or those of other people.	
13	Ensure that you and the people with whom you work are aware of their responsibilities and follow risk management policies, systems, procedures and practices.	
14	Monitor policies, systems, procedures and practices to identify if improvements are needed to risk assessments relating to individuals, key people and others .	
15	Ensure that you and the people with whom you work are aware of and contribute to the implementation of an effective 'violence against staff' policy.	
16	Contribute to managing policies, systems, procedures and practices relating to physical intervention and its use.	
17	Encourage individuals, key people and others to give feedback on risk management policies, systems, procedures and practices.	
18	Support individuals, key people and others to indicate where and how improvements could be made to risk management.	

Work in partnership to develop health, safety and security policies, procedures and practices

	Performance Criteria	Evidence Number where this criteria has been met
19	Work in partnership to plan, monitor and review policies, systems, procedures and practices designed to promote people’s health, safety and security.	
20	Encourage individuals, key people and others to give feedback on health, safety and security policies, procedures and practices.	
21	Support individuals, key people and others to indicate where and how improvement could be made.	
22	Work in partnership to review and evaluate the policies, procedures and practices.	
23	Identify areas of policy and practice that need improvement in order to ensure safety, security and protection.	
24	Provide records and reports on your contribution to the development of health, safety and security policies, procedures and practices, in accordance with 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 50 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	Legal and work setting requirements on equality, diversity, discrimination and rights.	
2	Your role in promoting individuals' rights, choices, wellbeing and active participation.	
3	The rights that individuals have to make complaints and be supported to do so.	
4	Conflicts and dilemmas that may arise in relation to rights and how to address them.	

Your practice

	Knowledge and Understanding <i>You need to know and understand:</i>	Evidence Number where this knowledge point has been met
5	Legislation, statutory codes, standards, frameworks and guidance relevant to your work, your work setting and the content of this standard.	
6	Your own background, experiences and beliefs that may have an impact on your practice.	
7	Your own roles, responsibilities and accountabilities with their limits and boundaries.	
8	The roles, responsibilities and accountabilities of others with whom you work.	
9	How to access and work to procedures and agreed ways of working.	
10	How your power and influence as a worker can impact on relationships.	
11	How to work in partnership with individuals, key people and others.	
12	How to manage ethical conflicts and dilemmas in your work.	
13	How to challenge poor practice.	
14	How and when to seek support in situations beyond your experience and expertise.	

Personal and professional development

15	Principles of reflective practice and why it is important.	
16	Your role in developing the professional knowledge and practice of others.	
17	Regulation requirements for the workforce.	

Health and Safety

	Knowledge and Understanding <i>You need to know and understand:</i>	Evidence Number where this knowledge point has been met
18	Legal and statutory requirements for health and safety.	
19	Your work setting policies and practices for monitoring and maintaining health, safety and security in the work environment.	
20	Practices for the prevention and control of infection in the context of this standard.	

Safe-guarding

21	Legislation and national policy relating to the safe-guarding and protection of children, young people and adults.	
22	Indicators of potential harm or abuse.	
23	How and when to report any concerns about abuse, poor or discriminatory practice, resources or operational difficulties.	
24	What to do if you have reported concerns but no action is taken to address them.	

Multi-disciplinary working

25	The purpose of working with other professionals and agencies.	
26	The remit and responsibilities of other professionals and agencies involved in multi-disciplinary work.	

Handling information

	Knowledge and Understanding <i>You need to know and understand:</i>	Evidence Number where this knowledge point has been met
27	Legal requirements, policies and procedures for the security and confidentiality of information.	
28	Legal and work setting requirements for recording information and producing reports.	
29	Principles of confidentiality and when to pass on otherwise confidential information.	
30	How to record written information with accuracy, clarity, relevance and an appropriate level of detail.	
31	How and where ICT can and should be used for communicating, recording and reporting.	

Leading practice

32	Theories about leadership.	
33	Standards of practice, service standards and guidance relating to the work setting.	
34	National and local initiatives to promote the wellbeing of individuals.	
35	Lessons learned from government reports, research and inquiries into serious failures of health or social care practice and from successful interventions.	
36	Methods of supporting others to work with and support individuals, key people and others.	
37	How to contribute to the development of systems, practices, policies and procedures.	
38	Techniques for problem solving and innovative thinking.	

Risk management

	Knowledge and Understanding <i>You need to know and understand:</i>	Evidence Number where this knowledge point has been met
39	Principles of risk assessment and risk management.	
40	Principles of positive risk-taking.	

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
41	Legislation and work setting procedures to prevent and control infection.	
42	Aspects of your own health and hygiene and that of team members that can help prevent the spread of infection.	
43	Legislation and work setting requirements for dealing with incidents and emergencies.	
44	Different kinds of incidents and emergencies that may arise in your work setting.	
45	Your responsibility for keeping yourself and others safe within your work role and environment.	
46	Additional hazards to consider when working alone.	
47	How to take responsibility for your own health and wellbeing.	
48	Practices for safe moving and handling.	
49	Approved methods and procedures for potentially hazardous activities you undertake at work.	
50	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	