

Overview

This standard is about protecting records. You must protect records which are in use and minimise the risks to the safety of stored records and the storage area. You are expected to:

1. make sure that you handle records safely
2. protect records from accidental damage when in use and in storage
3. lift groups of records safely
4. identify hazards which could damage records
5. minimise risks to the safety of records
6. report serious risks to the appropriate person

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

SFHSS35 - SQA Code HD4F 04

Protect records

Performance criteria

You must be able to:

- P1 handle records safely
- P2 protect records from accidental damage
- P3 protect records from incorrect handling
- P4 check that protective covers are adequate
- P5 lift groups of records according to good lifting practice
- P6 keep records tidy and in order
- P7 identify the safety procedures which are relevant to your work area
- P8 identify any working practices which could damage records
- P9 identify any aspects of the workplace which could damage records
- P10 take action to minimise risks to the safety of records
- P11 report any risks to the safety of records and the storage area to the responsible person

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Knowledge and understanding

You need to know and understand:

- K1 why it is important to lift heavy materials according to good lifting practice
- K2 why it is important to keep records tidy
- K3 how to handle records safely
- K4 how to protect records from accidental damage
- K5 what accidental damage records are vulnerable to
- K6 why it is important to identify the working practices and aspects of the workplace that could damage records
- K7 what action to taken when you identify a risk to records
- K8 how to identify safety procedures
- K9 to whom to report risks

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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:	