



Higher National Unit specification

General information for centres

Unit title: Additional Support Needs: Health and Safety and Care Practices

Unit code: F2C8 34

Unit purpose: This Unit is designed to develop the candidate's knowledge and understanding of health and safety and care practices and procedures when working with individuals with Additional Support Needs (ASN). The Unit is for candidates who have responsibility for individuals with ASN either in an ASN setting or while engaged in outside activities and aims to equip them to deal with a number of emergency situations which could occur.

On completion of the Unit the candidate should be able to:

- ◆ Outline current Health and Safety legislation and related issues for workers supporting individuals with ASN.
- ◆ Describe the safety and care needs of individuals with ASN within an ASN setting.
- ◆ Explain how to deal with a range of safety and care needs of individuals with ASN and how to deal with emergency situations.

Credit points and level: 1 HN credit at SCQF level 7: (8 SCQF credit points at SCQF level 7*)

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

Recommended prior knowledge and skills: There are no prescribed entry requirements for this Unit.

Core Skills: There may be opportunities to gather evidence towards Core Skills in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

General information for centres (cont)

Context for delivery: If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes.

Assessment: This Unit has two assessments. Outcome 1 may be assessed by restricted response questions and a risk assessment which could be based around a case study. Outcomes 2 and 3 may be assessed jointly by a report of 1,000–1,250 words.

Higher National Unit specification: statement of standards

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The sections of the Unit stating the Outcomes, Knowledge and/or Skills, and Evidence Requirements are mandatory.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the Knowledge and/or Skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

Outcome 1

Outline current Health and Safety legislation and related issues for workers supporting individuals with ASN

Knowledge and/or Skills

- ◆ Current and relevant legislation
- ◆ Range of environments/settings providing learning and support services for individuals with ASN
- ◆ Policies and procedures relating to health and safety within an ASN setting
- ◆ Effect of legislation on the policies and procedures on an ASN setting
- ◆ The support worker's responsibility within the framework of Health and Safety policies and procedures
- ◆ Risk assessment

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ Outline current relevant legislation
- ◆ Outline requirements of current legislation in relation to ASN settings
- ◆ Describe policies and procedures for an ASN setting
- ◆ Outline the effect of legislation on the policies and procedures of an ASN setting
- ◆ Describe the support worker's responsibilities in relation to health and safety
- ◆ Understand the reasons for risk assessment by the employer in relation to the safety of individuals with ASN

Assessment Guidelines

Restricted response questions and a risk assessment which could be based on a case study.

Higher National Unit specification: statement of standards (cont)

Unit title: Additional Support Needs: Health and Safety and Care Practices

Outcome 2

Outline health and safety and care needs for individual(s) with ASN within an ASN setting

Knowledge and/or Skills

- ◆ Care needs of individual(s) with ASN while within the setting and/or on organised outings/activities
- ◆ Health and safety needs of individuals with ASN while within the setting and/or on organised outings/activities
- ◆ Protection considerations, including Duty of Care and any particular issues related to the individuals needs
- ◆ Procedures and practices used in relation to health & safety and care needs of individuals with ASN

Evidence Requirements

Candidates will need evidence to demonstrate their knowledge and/or skills by showing that they can:

- ◆ Identify and outline the care needs of individuals with ASN
- ◆ Describe the safety and protection considerations within the setting
- ◆ Describe procedures and practice within the setting in relation to health & safety and care needs of individuals with ASN
- ◆ Carry out a risk assessment of an ASN setting or for an outing/activity

Assessment Guidelines

Outcome 2 and Outcome 3 are assessed jointly by a report of 1,000–1,250 words which should cover a description of health and safety and care needs and related procedures and practices within the setting. Where possible candidates should draw on experience on procedures and practices in their own workplace/placement and should give examples. Alternatively, where this is not possible, the report could be based around a case study.

Outcome 3

Explain how to deal with a range of safety and care needs of individuals with ASN and how to deal with emergency situations.

Knowledge and/or Skills

- ◆ Appropriate strategies for identifying and dealing with care needs of individuals within the setting
- ◆ Appropriate strategies for identifying and dealing with health and safety needs of individuals within the setting
- ◆ Basic first aid and lifting and handling techniques
- ◆ Common emergency situations
- ◆ Current procedures and practice within the setting in relation to health and safety.
- ◆ Recording and Reporting procedures

Evidence Requirements

Candidates will need evidence to demonstrate their knowledge and/or skills by showing that they can:

- ◆ Explain strategies for identifying and dealing with care needs of individuals
- ◆ Explain strategies for dealing with health & safety needs
- ◆ Describe basic first aid procedures and lifting and handling techniques
- ◆ Explain how to deal with a range of common emergency situations
- ◆ Explain current procedures and practice within the setting in relation to health and safety with reference to the workplace/placement procedures and policies.
- ◆ Describe the recording and reporting procedures within the setting

Assessment Guidelines

Outcomes 2 and 3 are assessed jointly by a report of 1,000–1,250 words which should cover a description of health and safety and care needs and the procedures and practices within the setting for dealing with these. Where possible candidates should draw on experience on procedures and practices in their own workplace/placement and should give examples. Alternatively, where this is not possible, the report could be based around a case study.

Administrative Information

Unit code: F2C8 34

Unit title: Additional Support Needs: Health and Safety and Care Practices

Superclass category: PL

Original date of publication: August 2009

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History of changes:

Version	Description of change	Date

Source: SQA

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Higher National Unit specification: support notes

Unit title: Additional Support Needs: Health and Safety and Care Practices

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

Guidance on the content and context for this Unit

This Unit is designed to highlight the health and safety responsibilities within an Additional Support Needs setting. It covers a diverse range of issues: health and safety legislation and requirements; safety and care needs of individuals with additional needs when within the setting; risk assessment for the setting and for planned activities/outings; additional protection needs of individuals caused by their particular additional needs; organisational policies and procedures; and how to deal with a range of common emergency situations. As well as covering generic health and safety issues and legislation, the Unit also gives candidates the opportunity to look at the specific care needs that individuals may have in relation to health and safety as a result of their particular disability/complex needs. For example an individual with a visual impairment will need additional support with evacuation procedures during a fire or other emergency situation.

Candidates should be encouraged to think widely about the potential situations that could occur and how these would impact on individuals with additional needs. Individuals with communication difficulties may be particularly vulnerable and unable to express their needs or distress. Individuals requiring physical help with movement etc will have need of more support with general health and safety as well as in emergency situations. The range of needs and potential emergency situations is very large and candidates would not be expected to be able to cover every eventuality in this Unit. However, a range of common emergencies, health and safety and medical situations should be covered, eg:

- ◆ fire alarm/evacuation
- ◆ intruder alert
- ◆ flooding of premises
- ◆ falls, slips and trips
- ◆ cuts and bleeding and how to deal with these safely to avoid cross-infection
- ◆ fainting
- ◆ fits
- ◆ choking
- ◆ heart attack

Higher National Unit specification: support notes (cont)

Unit title: Additional Support Needs: Health and Safety and Care Practices

Outcome 1

Outcome 1 allows the candidate to become familiar with the current Health and Safety legislation and its practical application in the workplace in relation to health and safety policies, procedures and safe working practices. The responsibilities of the support worker and the responsibilities of the employer should be stressed. This should include familiarisation with the concept of assessment of risk in relation to the worker and employer and their client/s.

Indicative current and relevant legislation and regulations (NB this list is not exhaustive):

- ◆ Health and Safety at Work Act 1974 (as amended)
- ◆ Current Manual Handling Regulations
- ◆ COSSH
- ◆ Management of Health and Safety at Work Regulations 1992
- ◆ Children (Scotland) Act 1995 and as amended
- ◆ Protection of Vulnerable Adults Act
- ◆ Adults with Incapacity (Scotland) Act 2000
- ◆ Protection of Vulnerable Groups (PVG) (Scotland) Act 2007
- ◆ And/or any current relevant legislation.

Outcome 2

This Outcome allows candidates to focus on the needs of specific individuals with additional needs within an ASN environment. Care needs should relate to the individual and his/her specific condition, eg autism and epilepsy, and candidates should consider the different types of conditions and the age and degree of independence of the individual with ASN.

The following gives examples of the range of personal needs which may need to be taken into account:

- ◆ support for/with personal hygiene
- ◆ eating requirements/arrangements
- ◆ mobility
- ◆ other physical and sensory needs
- ◆ social needs
- ◆ emotional needs

Outcome 3

The focus for this Outcome should be on the practical aspects of dealing effectively with emergency situations, knowing the organisational procedures to be followed, including any legal requirements for reporting incidents/accidents and infection control measures where appropriate. Candidates should demonstrate the correct procedures for dealing with a range of medical emergencies. This could be done by simulation, eg computer generated such as BBC interactive first aid.

Higher National Unit specification: support notes (cont)

Unit title: Additional Support Needs: Health and Safety and Care Practices

Safety and protection needs — candidates should be encouraged to examine the individual and his/her specific needs in relation to the environment within and outwith the setting. The following are examples of the range of issues which may need to be taken into consideration:

- ◆ physical hazards within the setting/environment which may impede mobility or otherwise endanger the individuals — risk assessment
- ◆ procedures and practices to be considered in relation to the care and safety needs of the individual and his/her specific needs, eg brakes on wheelchairs in the ‘on’ position before and during a transfer
- ◆ lifting and handling techniques
- ◆ protection from harm and abuse
- ◆ ratio of staff to clients within and outwith the setting where an activity has been arranged.

In dealing with the care and safety needs of the individual, candidates should acknowledge dignity, confidentiality and respect. Candidates should examine ways of allowing the individual/client to be as independent as possible without compromising his/her safety and care. This could include safety and care aspects such as prevention of infection; use of appropriate equipment and resources; awareness; correct procedures for lifting and handling individuals/clients.

Guidance on the delivery and assessment of this Unit

Outcome 1

When outlining the effect of legislation on the policies and procedures of one establishment, the candidate should where possible draw on own experience in his/her own working environment- that could be a workplace or a placements. Where this is not possible, a case study could be used.

The assessment for this Outcome could be a series of restricted response questions which should test the candidate’s knowledge of related legislation and local policies and procedures.

Outcome 2

A number of approaches could be taken for the learning and teaching of this Outcome: videos and guest speakers could be used. Candidates should be encouraged to share their own experience, and informal discussion should aid understanding. Where possible experience from workplace/placement should inform discussion, and case studies and scenarios should be used. Newspaper articles and articles from journals could also be used to inform candidates about current developments and initiatives.

Higher National Unit specification: support notes (cont)

Unit title: Additional Support Needs: Health and Safety and Care Practices

Outcome 3

The focus in this Outcome is on the practical aspects of dealing with emergency situations and gives the candidate the opportunity to apply the knowledge by using scenarios and case studies. As such, the use of video and case study materials as well as online tools and role play could be effective methods in the delivery and assessment of this Outcome. Candidates should be able explain the correct procedures for dealing with a range of emergencies including medical. This could be done by simulation using, for example, computer-generated materials such as those contained in the BBC interactive first aid and similar online tools. It should be noted that, due to Health and Safety at Work requirements and implications for candidates, carrying out particular tasks, eg lifting and handling, may not be possible as it may not be appropriate for candidates to demonstrate actual procedures in a real-time situation in the workplace. However, in such instances, role play/scenarios could be used effectively to illustrate what might occur during an emergency.

Opportunities for developing Core Skills

There is no automatic certification of Core Skills in this Unit. However, there are clear opportunities to develop aspects of Core Skill components in *Communication* (Written Communication – all outcomes) and *Problem Solving* (Analysis and Evaluation – particularly Outcome 1).

Open learning

This Unit is suitable for delivery in a variety of modes including open, distance and blended learning formats.

Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website www.sqa.org.uk/assessmentarrangements

General information for candidates

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