

Higher National Unit specification

General information

Unit title: Complementary Therapies: Health and Safety Legislation (SCQF level 7)

Unit code: HF7N 34

Superclass: PL

Publication date: July 2016

Source: Scottish Qualifications Authority

Version: 01

Unit purpose

On completion of this Unit the learner should understand the key features of current legislation surrounding Health and Safety at Work. Learners will study the main principles as well as look at the practical implementation in a working environment.

It is intended that the Unit will introduce and expand learners knowledge of health and Safety in relation to Complementary Therapy practice and procedures.

Outcomes

On successful completion of the Unit the learner will be able to:

- 1 Describe the Role of Health and Safety Legislation in Maintaining a Safe Complementary Practice Environment.
- 2 Explain the Role and Responsibilities of Personnel in Maintaining a Safe Complementary Practice Environment.
- 3 Carry out Health and Safety procedures.

Credit points and level

1 Higher National credit at SCQF level 7: (8 SCQF credit points at SCQF level 7)

Recommended entry to the Unit

Access to this Unit is at the discretion of the centre. However, it is important that the learner has evidence of good communication, information technology and problem solving skills prior to entry.

Higher National Unit specification: General information (cont)

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Core Skills

Opportunities to develop aspects of Core Skills are highlighted in the Support Notes for this Unit specification.

There are opportunities to develop Core Skills for *Communication, Information and Communication Technology(ICT) and Problem Solving* in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

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.

The Assessment Support Pack (ASP) for this Unit provides assessment and marking guidelines that exemplify the national standard for achievement. It is a valid, reliable and practicable assessment. Centres wishing to develop their own assessments should refer to the ASP to ensure a comparable standard. A list of existing ASPs is available to download from SQA's website (<http://www.sqa.org.uk/sqa/46233.2769.html>).

Equality and inclusion

This Unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence.

Further advice can be found on our website www.sqa.org.uk/assessmentarrangements.

Higher National Unit specification: Statement of standards

Unit title: Complementary Therapies: Health and Safety Legislation (SCQF level 7)

Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the Knowledge and/or Skills sections must be taught and available for assessment. Learners 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

Describe the role of Health and Safety legislation in maintaining a safe complementary practice environment.

Knowledge and/or Skills

- ◆ Health and safety legislation relevant to complementary therapy environments
- ◆ Different types of practice environments relating to complementary therapies

Outcome 2

Explain the role and responsibilities of personnel in maintaining a safe complementary practice environment.

Knowledge and/or Skills

- ◆ Health and Safety policy for the workplace
- ◆ Employers and employees duties in the workplace
- ◆ Situations which are potentially unsafe for clients, self and others
- ◆ Hazards in complementary therapy settings
- ◆ risk assessment procedures
- ◆ The purpose and importance of hygiene and infection control procedures
- ◆ Handling emergency situations and first aid requirements

Outcome 3

Carry out Health and Safety Procedures.

Knowledge and/or Skills

- ◆ The application of Health and Safety workplace policies
- ◆ Documentation recording
- ◆ The application of ergonomic requirements in complementary practice

Higher National Unit specification: Statement of standards (cont)

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Legislation (SCQF level 7)

Evidence Requirements

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

Outcome 1 — Research Project

- ◆ identify and explain current health and safety legislation relevant to complementary therapies.
- ◆ identify and describe different types of practice environments relating to complementary therapies.

Outcome 2

- ◆ identify what should be included in the health and safety policy for a complementary therapy practice.
- ◆ identify employers and employees duties within a complementary therapy practice.
- ◆ understand and explain the difference between the terms Hazard and Risk, and the process of proportionate hazard identification and risk assessment.
- ◆ recognise when situations are potentially unsafe and know what action to take to ensure the safety of clients, self and others.
- ◆ understand and explain safe and hygienic practices and the importance of preventing cross infection including:
 - preparation of self
 - preparation of the work area
 - preparation of the client
 - safe disposal of clinical and non-clinical waste
 - personal protective equipment
 - safe storage, handling, use and disposal of products and equipment
 - when exposed to blood borne infections and other work related hazards.
- ◆ understand and outline the responsibilities regarding first aid requirements and dealing with emergencies in the workplace.

Higher National Unit specification: Statement of standards (cont)

Unit title: Complementary Therapies: Health and Safety
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Outcome 3

- ◆ practically apply risk assessment procedures within the work environment to eradicate or reduce risks to a tolerable level in the workplace.
- ◆ practically apply COSHH regulation requirements and complete relevant documentation.
- ◆ demonstrate knowledge of procedures for dealing with accidents, emergencies and near misses and reporting procedures to relevant regulatory bodies as required by law.
- ◆ recognise ergonomic factors required for planning a safe workplace environment.
Include:
 - positioning of equipment
 - space between fixtures and fittings potentially affecting posture and safe manoeuvrability
 - room size
 - ventilation
 - water and hand wash facilities
 - toilet access
 - lighting
 - working temperature
 - storage and dispensing of products and equipment
 - accessibility
 - fire-fighting equipment
 - fire evacuation.



Higher National Unit Support Notes

Unit title: Complementary Therapies: Health and Safety
Legislation (SCQF level 7)

Unit Support Notes are offered as guidance and 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 intended to introduce and expand the learner's knowledge of the current relevant Health and Safety at Work Act (HASAWA) in relation to complementary therapy practice and procedures. It is intended to allow them to demonstrate their understanding of how it relates to ensuring a safe environment for themselves, colleagues, their clients and visiting workers.

Outcomes 2 and 3 may be delivered and assessed concurrently where appropriate.

Outcome 1 The learner should understand the importance of current health and safety legislation as it applies to the complementary therapy environment and be familiar with the key features and implications for practice.. The implications for current practice for example:

- ◆ Health and Safety at Work Act (HASAWA)
- ◆ Understanding of HSEs Plan, Do, Check, Act approach to managing Health and Safety, and Writing a Workplace Health and Safety Policy
- ◆ Five Steps to Risk Assessment
- ◆ Workplace (Health Safety and Welfare) Regulations
- ◆ Manual Handling Operations Regulations
- ◆ Control of Substances Hazardous to Health Regulations
- ◆ PPE Regulations
- ◆ Fire (Scotland) Act
- ◆ Electrical Safety Regulations
- ◆ Slips, Trips and Falls
- ◆ Reporting of Injuries, Diseases and Dangerous Occurrence Regulations
- ◆ The Health and Safety (First-Aid) Regulations

The importance of keeping up to date with legislation and any subsequent amendments should be emphasised.

Personal safety and controlling potential risks from clients, visitors, should be highlighted for all types of practice, in particular for lone workers, or mobile therapists.

The learner should identify codes of practice relevant to the occupational area along with the measures taken to fulfil the statutory obligations with regard to the nature of the activities. The need for liability insurance should also be included in this section.

Higher National Unit Support Notes (cont)

Unit title: Complementary Therapies: Health and Safety
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The learner should demonstrate that they understand the legal, corporate and individual consequences of non-compliance with legal requirements. Civil and criminal actions should be understood. Examples of case studies with reference to past prosecution and Outcomes will give useful additional information.

The learner should demonstrate that they understand health and safety law enforcement and the role of inspectors.

This Outcome will also introduce the learner to the various types of complementary practice environments and the different professional therapists that they may work with. The learner should understand the common and varying health and safety issues that may effect therapists working in a variety of environments whilst able to maintain a professional and safe environment for themselves, their colleagues, their clients and visitors. Examples of complementary therapy environments may include:

- ◆ single, self-employed complementary practice.
- ◆ single, mobile therapist.
- ◆ multi-disciplinary complementary and alternative medical (CAM) clinics.
- ◆ integrated healthcare practice within NHS, or private orthodox medical practice, in GP practice, hospital, or hospice.
- ◆ external/visiting indoor, or outdoor events.

Examples of complementary therapist professionals may include:

- ◆ single discipline therapists.
- ◆ multi discipline therapist.
- ◆ medical practitioner, (eg nurse, midwife, general practitioner, consultant).

The learner should also understand potentially varying health and safety requirements of different client groups and the impact this may have on their practice arrangements.

Accessibility may include the suitability of the workplace environment with particular regard to equality and diversity, physical ability and mental health awareness, children and babies and the treatment of elderly clients may be included.

Outcome 2 is designed to help learners link health and safety legislation with the role of employers and employees in the maintenance of a safe working environment.

Learners will learn how to translate the legal requirements of the HASAWA into safe working practices, how to identify the components of a health and safety policy and be familiar with the process of current risk assessment requirements.

Learners should know how accidents in the workplace should be dealt with and the requirement of reporting of accidents or injuries at work. Specific first aid instruction and assessment is not intended for inclusion in this Unit.

Fire prevention and fire evacuation procedures should be covered and relevant workplace procedures identified.

Higher National Unit Support Notes (cont)

Unit title: Complementary Therapies: Health and Safety
Legislation (SCQF level 7)

Legislation surrounding safe and competent use of equipment should be explained with regard to competent staff requirements and be related to employers and employees duties. Current Electrical Safety Regulations should be covered with regards to employers and employees responsibilities the use, storage and maintenance of equipment.

Learners should have an understanding of hygienic procedures and the importance of reducing the risks of cross infection, including, preparation of themselves, products and equipment, the workplace and the client.

Effective hand washing techniques and products used, clinical and non-clinical waste disposal, ie contaminated waste, acupuncture needles, sharps containers, the procedures for dealing with potential blood borne infections and spilled body fluids, dealing with needle stick/injuries, and multiple use equipment sterilisation procedures should be covered.

The use of substances that carry potential hazards including products that may be used in complementary practice with instruction on safe storage, handling, use and disposal of these substances and where relevant, how to obtain safety data sheets from chemical suppliers to assist them in the risk assessment processes. The use of the COSHH register and the importance of safe storage, handling, use and disposal of products used in the course of working within a complementary therapy environment should be emphasised. The use of different types of personal protective equipment (PPE) and their appropriate use should be demonstrated.

The principles of safe and appropriate client preparation and appropriate assistance and turning techniques to minimise the risk of harm to clients with differing abilities should be explained and demonstrated where possible.

Outcome 3 requires the learner to actively demonstrate health and safety procedures within the workplace.

Learners should be instructed on the relevance of the following procedures and completion of relevant paperwork to support the process.

- ◆ Risk assessment procedures and subsequent monitoring within the work environment.
- ◆ Current COSHH regulations including the completion and maintenance of items within the COSHH register with emphasis on products used in a complementary therapy practice.
- ◆ Procedures involved in dealing with accidents, emergencies and near misses.
- ◆ Completion of an accident report form complying with workplace procedures and how and when to report these to the appropriate authorities.
- ◆ Planning a workspace area to comply with health and safety standards will allow the learner to explore the legal requirements involved in setting up a safe workplace environment. Ergonomic factors including positioning of equipment, space between fixtures and fittings potentially affecting posture and safe manoeuvrability must be included. Room size, ventilation, water and hand wash facilities, toilet access, lighting, temperature, storage and dispensing of products and equipment, accessibility, fire-fighting equipment, fire evacuation should also be elaborated.

Higher National Unit Support Notes (cont)

Unit title: Complementary Therapies: Health and Safety
Legislation (SCQF level 7)

Guidance on approaches to delivery of this Unit

This Unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence.

Outcomes 1 and 2 may be initially tutor lead with lectures/discussions on each relevant section and regulations of the Health and Safety at Work Act. An introduction of the Act, its origins and relevance in the workplace could be made pertinent with the introduction of case studies and appropriate case law Outcomes. Students should be directed to the HSE and IOSH website for up to date information on Health and Safety Law, amendments and regulation publications.

Discussion on general and specific complementary practice health and safety issues could introduce and embed the need for a sound knowledge of the relevant regulations and legal requirements.

The variety of types of CAM facilities and professions could be introduced by discussion, followed by further investigated and presented by the learners as part of their research project.

Learners will require the knowledge from Outcomes 1 and 2 to carry out practical health and safety practices for Outcome 3.

Health and Safety required procedures should be discussed in class and in some instances, demonstrated by the tutor. The practices should be observed by the tutor where appropriate and formative feedback given. See previous section for further content and context for delivery.

Guidance on approaches to assessment of this Unit

Evidence can be generated using different types of assessment. The following are suggestions only. There may be other methods that would be considered more suitable to learners.

Centres are reminded that prior verification of centre-devised assessments would help to ensure that the national standard is being met. A range of assessment methods will help learners to develop different skills that may be transferable to work or further and higher education.

Higher National Unit Support Notes (cont)

Unit title: Complementary Therapies: Health and Safety Legislation (SCQF level 7)

Outcome 1 and 2

The assessment for this Unit will require the learner to produce a research project for Outcomes 1 and 2 to reflect the Evidence Requirements. Learners should use terminology relating to health and safety practices within a complementary therapy environment where appropriate throughout the report.

Outcome 3

Outcome 3 of the project will give opportunities for practical involvement in relation to health and safety procedures. Practical tasks should generate completed records and reports which should be included as part of the project.

The report should be fully referenced using the Harvard Referencing System.

Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

The report should be referenced to reflect the SCQF Level of the Unit.

Outcome 3: Risk Assessment

In Outcome 3 the learner will practically demonstrate health and safety procedures within the workplace. The learner should be able to demonstrate aspects of the procedures listed in the Evidence Requirements, supplying appropriate completed paperwork to support the process.

Opportunities for e-assessment

E-assessment may be appropriate for some assessments in this Unit. e-assessment is supported by Information and Communication Technology (ICT), such as e-testing or the use of e-portfolios or social software. Centres which wish to use e-assessment must ensure that the national standard is applied to all learner evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. The most up-to-date guidance on the use of e-assessment to support SQA's qualifications is available at www.sqa.org.uk/e-assessment.

Opportunities for developing Core and other essential skills

A range of complex source materials should be analysed and key points could be identified, evaluated and summarised. Written reports should express essential complex ideas and information accurately and coherently, be formally structured and use accurate language, spelling, punctuation and syntax. Use of up to date software packages and templates could support the development of writing skills. The use of skills checklists and production of drafts will ensure assessor involvement at all stages of writing and support the development of communication skills.

History of changes to Unit

Version	Description of change	Date

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General information for learners

Unit title: Complementary Therapies: Health and Safety Legislation (SCQF level 7)

This Unit will introduce you to the key features of current legislation and expand your knowledge of the Health and Safety at Work Act (HASAWA) in relation to complementary therapy practice and procedures. You will study the main principles as well as look at the practical implementation in a working environment to allow you to demonstrate your understanding of how it relates to ensuring a safe environment for yourself, your colleagues, your clients and visiting workers.

Outcome 1 will help you to understand the importance of current health and safety legislation as it applies to the complementary therapy environment. You will look at the Health and Safety at Work Act (HASAWA) and particular areas of importance to the complementary therapy environment, including:

- ◆ How to write a Workplace Health and Safety Policy
- ◆ Five Steps to Risk Assessment
- ◆ Workplace (Health, Safety and Welfare) Regulations
- ◆ Manual Handling Operations Regulations
- ◆ Control of Substances Hazardous to Health Regulations
- ◆ PPE Regulations
- ◆ Fire (Scotland) Act
- ◆ Electrical Safety Regulations.
- ◆ Slips, Trips and Falls
- ◆ Reporting of Injuries, Diseases and Dangerous Occurrence Regulations
- ◆ The Health and Safety (First-Aid) Regulations

You will also learn about the legal, corporate and individual consequences of non-compliance with legal requirements along with health and safety law enforcement and the role of inspectors.

You will examine the various types of clinical/complementary practice environments and varying types of professional therapists. You will look at the health and safety issues that may face a therapists working in differing environments. You will also look at the issues that you may face in practice while working with clients with varying abilities, and requirements and the impact this may have on your practice arrangements.

Outcome 2 is designed to help you to link health and safety legislation with the role of employers and employees in the maintenance of a safe working environment.

You will learn how to translate the legal requirements of the HASAWA into safe working practices, components of a health and safety policy and what should be included for a business. You will also look at roles and responsibilities of personnel including employers and employees duties.

You will become familiar with the process of current health and safety practice including the correct procedures for the monitoring and reporting of hazards, accidents and near misses in the workplace.

General information for learners

Unit title: Complementary Therapies: Health and Safety
Legislation (SCQF level 7)

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You will cover hygienic procedures and the importance of reducing the risks of cross infection, the use of substances that carry potential hazards including products that may be used in complementary practice with instruction on safe storage, handling, use and disposal of these substances. The use of the COSHH register and the importance of safe storage, handling, use and disposal of products used in the course of working within a complementary therapy environment and the use of different types of personal protective equipment (PPE) and their appropriate use.

The principles of safe and appropriate client preparation and appropriate assistance and turning techniques to minimise the risk of harm to clients with differing abilities will be explained and demonstrated where possible.

Outcomes 1 and 2 you will be assessed on the completion of a research project.

Outcome 3 you will practice various health and safety procedures within the workplace.

You will be instructed on the relevance of the following procedures. Practical aspects including completion of relevant paperwork to support the process of the following will also be covered.

- ◆ Risk assessment procedures and subsequent monitoring within the work environment.
- ◆ Current COSHH regulations including the completion and maintenance of items within the COSHH register with emphasis on products used in a complementary therapy practice.
- ◆ Procedures involved in dealing with accidents, emergencies and near misses.
- ◆ Completion of an accident report form complying with workplace procedures.
- ◆ Ergonomic factors including positioning of equipment, in the workplace design.