

About this Unit

This Unit is for everyone at work (whether paid, unpaid, full or part-time). It is about having an appreciation of significant risks in your workplace, knowing how to identify and deal with them.

This Unit is about the health and safety responsibilities for everyone in your workplace. It describes the competences required to make sure that:

- ◆ your own actions do not create any health and safety hazards
- ◆ you do not ignore significant risks in your workplace, and
- ◆ you take sensible action to put things right, including: reporting situations which pose a danger to people in the workplace and seeking advice

Fundamental to this Unit is an understanding of the terms 'hazard', 'risk' and 'control'.

Your **knowledge and understanding** will be specifically related to legal requirements and codes of practice and conduct applicable to your job, and the NHS Knowledge and Skills Framework. This will relate to your work activities; the job you are doing, and the setting, eg in hospital and community, domiciliary, residential care, and the individuals you are working with.

Values — the values underpinning this Unit are embedded within the 2009 NHS Code of Conduct for Health Care Support Workers. These are stated in full within the Assessment Strategy and Guidance document for the awards.

Glossary — this section provides explanations and definitions of some of the terms used in this Unit.

Control(s) — the means by which the risks identified are eliminated or reduced to acceptable levels.

Employer — a person, firm, association, organisation, company or corporation employing one or more workers and has responsibility for the workplace/work activity.

Hazard* — a hazard is something with the potential to cause harm (this can include articles, substances, plant or machines, methods of work, the working environment and other aspects of work management).

*** Definition taken from: HSE 'Management of health and safety at work — Approved Code of Practice & Guidance'. Reference L21 (ISBN 0-7176-2488-9)**
Learner Any person in a workplace environment and undertaking learning, including those following a vocational or academic course.

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Legislation — there are many Acts of Parliament, Statutory Instructions, Regulations and orders relating to health and safety which affect people at work.

For example; there are regulations for those who, for example, work with electricity, or work on construction projects, as well as regulations covering noise at work, manual handling, working with VDUs, or dealing with substances hazardous to health, etc.

The Health and Safety at Work Act 1974 is the main piece of legislation under which nearly all the other regulations are made.

Manager — an individual charged with the responsibility for managing staff, and/or resources and processes.

Other people — refers to everyone covered by the Health and Safety at Work Act including: visitors, members of the public, colleagues, contractors, clients, customers, patients and students.

Personal presentation — this includes personal hygiene, use of personal protective equipment, clothing and accessories suitable to the particular workplace.

Risk*

A risk is the likelihood of potential harm from that hazard being realised.

The extent of the risk depends on:

- (i) the likelihood of that harm occurring;
- (ii) the potential severity of that harm, ie of any resultant injury or adverse health effect; and
- (iii) the population which might be affected by the hazard, ie the number of people who might be exposed.

*** Definition taken from: HSE 'Management of health and safety at work — Approved Code of Practice & Guidance'. Reference L21 (ISBN 0-7176-2488-9) National Occupational Standards for Health & Safety — Stand Alone Units**

Resources — this includes: information, documentation, time, control measures, staff/people, equipment and support (including specialist assistance).

Responsible person/people — the person or people at work to whom any health, safety and welfare issues or hazards should be reported. This could be a supervisor, line manager, director or your employer.

Supervisor — one who controls and or directs the work of others.

Training Provider — an organisation or individual (usually external) responsible for providing the training, work experience, and/or formal assessment for the learner.

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Worker — a person performing services for an employer under a contract of service or an apprenticeship. Workers include; outworkers, those employed on a casual basis, in training and volunteers.

Workplace — the single or multiple areas in which you carry out your work.

Working practices — all activities, procedures, use of materials, substances or equipment and working techniques used in carrying out a work or job related task. This includes procedures for reporting hazards and unsafe working practices.

Workplace instructions — an organisation's instructions, method statements, safe systems of work, guidelines and processes on how to behave and perform tasks in the workplace.

Within these national occupational standards 'Workplace instructions' has been used to include:

Policies

- ◆ A statement which directs the present and future decisions of an organisation.
- ◆ It is intended to influence and determine decisions, actions, and other matters.
- ◆ Typically, a policy designates a required process or procedure within an organisation.
- ◆ They are often initiated because of some external requirement.

Procedures

- ◆ A series of steps following in a regular definite order that implements a policy
- ◆ A series of steps or instructions, describing a way of doing things.
- ◆ A series of steps to be performed in a regular definite order under specified conditions.
- ◆ Documented processes that are used when work affects more than one function or department of an organisation.
- ◆ A series of clearly defined steps (and decisions) that explains or describes how one goes about completing a task.

This includes the documentation prepared by the employer about the procedures to be followed for health, safety and welfare matters.

This may be the employer's safety policy, general health and safety statements and written safety procedures covering aspects of the workplace that should be drawn to the attention of employees and that of everyone covered by the Health and Safety at Work etc. Act 1974 (visitors, members of the public, colleagues, contractors, clients, customers, patients, students).

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National Occupational Standards for Health & Safety — Stand Alone Units

Instructions covering, for example:

- (a) the use of safe working methods and equipment
- (b) the safe use of hazardous substances
- (c) smoking, eating, drinking and drugs
- (d) what to do in the event of an emergency
- (e) personal presentation

In occupational standards it is quite common to find words or phrases used which you will be familiar with, but which, in the detail of the standards, may be used in a very particular way. **You should read the Assessment Strategy and Guidance document before you begin working with the standards and refer to it if you are unsure about anything in the Unit.**

Specific Evidence Requirements for the Unit

It is essential that you adhere to the Evidence Requirements for this Unit

SPECIFIC EVIDENCE REQUIREMENTS FOR THIS UNIT
Simulation:
<ul style="list-style-type: none"> ◆ Simulation is NOT permitted for any part of this Unit.
<ul style="list-style-type: none"> ◆ The following forms of evidence ARE mandatory:
<ul style="list-style-type: none"> ◆ Direct Observation: Your assessor or expert witness must observe you in real work activities. Their confirmation of your practice will provide evidence for a significant amount of the performance criteria in this Unit. For example, using equipment, materials and products safely and following workplace and manufacturer's instructions. Your assessor may use a checklist to record this. ◆ Professional discussion: Describes your actions in a particular situation and reflect on the reason(s) why you practice that way. For example, you could explain what legal responsibilities you and your employer have in relation to health and safety, and what hazards you might come across in you work.
Competence of performance and knowledge could also be demonstrated using a variety of evidence from the following:
<ul style="list-style-type: none"> ◆ Reflective Account: These are written pieces of work which allow you to reflect on the course of action you took in a specific situation to identify any learning from the piece of work and to describe what you might do differently in the light of your new knowledge. ◆ 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 your assessor/mentor or expert witness may also ask questions to clarify aspects of your practice. ◆ Expert Witness: A designated expert witness, eg a senior member of staff, may provide a direct observation of your practice, or record a professional discussion they have held with you on a specific piece of practice. ◆ Witness Testimony: Can be a confirmation or authentication of the activities described in your evidence which your assessor or mentor has not seen. ◆ Products: These can be any record that you would normally use within your normal role, eg you should not put confidential records in your portfolio; they can remain where they are normally stored and be checked by your assessor and internal verifier. ◆ Prior Learning: You may be able to use recorded prior learning from a course of training you have attended within the last two years. Discussion on the relevance of this should form part of your assessment plan for each Unit. ◆ Simulation: There may be times when you have to demonstrate you are competent in a situation that does not arise naturally through your work role, eg dealing with violent or abusive behaviour. The Evidence Requirements in each Unit provide specific guidance regarding the use of simulation.
GENERAL GUIDANCE
<ul style="list-style-type: none"> ◆ 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. ◆ 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 Health Care sector. This will include the National Service Standards for your areas of work. ◆ All evidence must relate to your own work practice.

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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
1 What 'hazards' and 'risks' are.	
2 Your responsibilities and legal duties for health and safety in the workplace.	
3 Your responsibilities for health and safety as required by the law covering your job role.	
4 The hazards which exist in your workplace and the safe working practices which you must follow.	
5 The particular health and safety hazards which may be present in your own job and the precautions you must take.	
6 The importance of remaining alert to the presence of hazards in the whole workplace.	
7 The importance of dealing with, or promptly reporting, risks.	
8 The responsibilities for health and safety in your job description.	
9 The safe working practices for your own job.	
10 The responsible people you should report health and safety matters to.	
11 Where and when to get additional health and safety assistance.	
12 Your scope and responsibility for controlling risks.	
13 Workplace instructions for managing risks which you are unable to deal with.	
14 Suppliers' and manufacturers' instructions for the safe use of equipment, materials and products which you must follow.	
15 The importance of personal presentation in maintaining health and safety in your workplace.	
16 The importance of personal behaviour in maintaining the health and safety of you and others.	
17 The risks to the environment which may be present in your workplace and/or in your own job.	

Performance Criteria		DO	RA	EW	Q	P	WT	PD	
		Identify the hazards and evaluate the risks in your workplace:							
1	Identify which workplace instructions are relevant to your job.								
2	Identify those working practices in your job which could harm you or others.								
3	Identify those aspects of your workplace which could harm you or others.								
4	Check which of the potentially harmful working practices and aspects of your workplace present the highest risks to you or to others.								
5	Deal with hazards in accordance with workplace instructions and legal requirements.								
6	Correctly name and locate the people responsible for health and safety in your workplace.								
7	report to the people responsible for health and safety in your workplace those hazards which present the highest risks.								
		Reduce the risks to health and safety in your workplace:							
8	Carry out your work in accordance with your level of competence, workplace instructions, suppliers or manufacturers instructions and legal requirements.								
9	Control those health and safety risks within your capability and job responsibilities.								
10	Pass on suggestions for reducing risks to health and safety to the responsible people.								
11	Make sure your behaviour does not endanger the health and safety of you or others in your workplace.								
12	Follow the workplace instructions and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products.								
13	Report any differences between workplace instructions and suppliers' or manufacturers' instructions.								
14	Make sure that your personal presentation and behaviour at work: (a) protects the health and safety of you and others (b) meets any legal responsibilities, and (c) is in accordance with workplace instructions								

Performance Criteria		DO	RA	EW	Q	P	WT	PD
15	Make sure you follow environmentally-friendly working practices.							

DO = Direct Observation
EW = Expert Witness
PD = Professional Discussion

RA = Reflective Account
P = Product (Work)

Q = Questions
WT = Witness Testimony

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: