

## FN95 04 (GEN96) Maintain health, safety and security practices within a health setting

### About this Unit

This standard relates to the continuous and consistent attention of each individual maintaining their health, safety and security practices within a health setting to protect themselves and others during all work activities. It also covers personal security and access to working environments.

This standard does not cover the personal security of patient information data.

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

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 standard 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.

**Key Words and Concepts** — a glossary of definitions, key words and concepts used in this standard is contained in the Assessment Strategy and Guidance document.

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**

<b>SPECIFIC EVIDENCE REQUIREMENTS FOR THIS UNIT</b>
<b>Simulation:</b>
<ul style="list-style-type: none"> <li>◆ Simulation is <b>NOT</b> permitted for any part of this Unit.</li> <li>◆ <b>The following forms of evidence ARE mandatory:</b></li> <li>◆ <b>Direct Observation:</b> 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. <b>For example</b>, how you dispose of hazardous waste in line with policies and procedures.</li> <li>◆ <b>Professional discussion:</b> Describes your actions in a particular situation and reflect on the reason(s) why you practice that way. <b>For example</b>, when you would report an incident or risk and which records you would need to complete.</li> </ul>
<b>Competence of performance and knowledge could also be demonstrated using a variety of evidence from the following:</b>
<ul style="list-style-type: none"> <li>◆ <b>Reflective Account:</b> 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.</li> <li>◆ <b>Questioning/professional discussion:</b> 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.</li> <li>◆ <b>Expert Witness:</b> 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.</li> <li>◆ <b>Witness Testimony:</b> Can be a confirmation or authentication of the activities described in your evidence which your assessor or mentor has not seen.</li> <li>◆ <b>Products:</b> 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.</li> <li>◆ <b>Prior Learning:</b> 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.</li> <li>◆ <b>Simulation:</b> 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.</li> </ul>
<b>GENERAL GUIDANCE</b>
<ul style="list-style-type: none"> <li>◆ 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.</li> <li>◆ Evidence must be provided for ALL of the performance criteria, ALL of the knowledge.</li> <li>◆ 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.</li> <li>◆ All evidence must relate to your own work practice.</li> </ul>

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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.**

<b>You need to show that you know, understand and can apply in practice:</b>	<b>Enter Evidence Numbers</b>
1 Work within your own level of competence, authority, responsibility and knowledge base in relation to health, safety and security in the workplace.	
2 The range of personal and access security arrangements within your work area.	
3 Rights of access and entry to the working environment and the importance of challenging unauthorised access and how to do this.	
4 The range of health and safety measures, infection prevention control and the relevant personal protective controls and containment, their importance and their applicability for the range of procedures within your working environment and level of responsibility.	
5 The range of hazards and the relevant risk assessment methods, the types of corrective action relevant to activities within your work practice.	
6 How to obtain and the application of risk assessments within your work practice and level of responsibility.	
7 The importance of checking resources are operational and safe to use within your work practice and how to do so.	
8 The type and range of defects associated with the resources within your work practice.	
9 Safe systems of work and methods for using the resources relevant to your work activities; their appropriate decontamination, disposal or storage requirements.	
10 The range of methods of waste disposal including any hazardous material disposal relevant to your work practice and the implications of non-compliance.	
11 The importance of dealing with spillages and breakages in the workplace and how to do so.	
12 The procedures for reporting adverse or unexpected events in the workplace.	
13 The relevant range of health, safety and security records and when and how to complete them.	
14 Safe lifting and handling techniques relevant to your work area.	
15 The importance of maintaining tidy and clean work areas and how it can contribute to health, safety, security and infection	

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<b>You need to show that you know, understand and can apply in practice:</b>	<b>Enter Evidence Numbers</b>
prevention and control measures.	
16 The range of cleaning, disinfection agents or decontamination procedures appropriate to your work area and activities and how and when to apply them.	
17 The current national legislation, guidelines, local policies and protocols which affect your work practice.	

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<b>Performance Criteria</b>		<b>DO</b>	<b>RA</b>	<b>EW</b>	<b>Q</b>	<b>P</b>	<b>WT</b>	<b>PD</b>
1	Work within your level of competence, responsibility and accountability.							
2	Challenge and confirm right of entry of people to the working environment and take prompt and appropriate action in response to any security problems or issues.							
3	Check the risk assessments to identify the hazards and associated risks relevant to your work activities and whenever new protocols, procedures, techniques or equipment are introduced into your work practice.							
4	Undertake a risk assessment if one has not been completed or refer to colleagues if this is outside your area of authority.							
5	Ensure appropriate personal protective equipment and/or any security protection is worn relevant to the workplace environment and activity.							
6	Follow any manufacturer's instructions and the risk assessment guidelines to ensure identified hazards are controlled within your work practices.							
7	Check all resources are fully operational and any materials are within their expiry date and take appropriate action if any resources are not fit for use.							
8	Apply the safe lifting and handling techniques required for your work activities.							
9	Dispose of any waste or hazardous materials in accordance with specified local procedures and policies.							
10	Maintain a tidy and clean work area during and following the work activity.							
11	Ensure any resources are stored safely in an appropriate location and environment.							
12	Promptly report any incidents or risks to health, safety and security to relevant personnel and complete the required health and safety records clearly and accurately in a timely manner.							
13	Maintain full, accurate and legible records of information collected in line with current legislation, guidelines, local policies and protocols.							

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

*RA = Reflective Account*  
*P = Product (Work)*

*Q = Questions*  
*WT = Witness Testimony*

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*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: .....