

## **H5LD 04 (SCDHSC0032) — Promote Health, Safety and Security in the Work Setting**

### **Overview**

This standard identifies the requirements when you promote the health, safety and security of yourself and others for whom you are responsible within settings where children, young people or adults are cared for or supported.

This includes monitoring and maintaining health, safety and security, promoting working practices that are safe, healthy and secure and minimising risks arising from emergencies.

## Additional Information

### Scope/range related to Performance Criteria

The details in this field are explanatory statements of scope and/or examples of possible contexts in which the NOS may apply; they are not to be regarded as range statements required for achievement of the NOS.

**NOTE:** Where an individual finds it difficult or impossible to express their own preferences and make decisions about their life, achievement of this standard may require the involvement of advocates or others who are able to represent the views and best interests of the individual.

Where there are language differences within the work setting, achievement of this standard may require the involvement of interpreters or translation services.

An **accident** may be a major or minor incident that is unforeseen and causes injury; accidents may be due to falls; hazards in the environment; illness; disability; weaknesses; sensory and cognitive impairment; frailty.

**Appropriate and immediate action** may include summoning emergency assistance.

**Approved methods and procedures** may include using correct moving and handling techniques; wearing correct personal protective clothing appropriate to the situation, environment and activities; using and storing equipment and materials safely; dealing with spillages safely; safe disposal of waste; safe handling of food; effective hygiene practices.

**Emergencies** are occurrences that present immediate and threatening danger to people, goods and/or the environment; they may relate to fire, security, serious accidents, minor accidents or first aid.

A **hazard** is something with potential to cause harm.

**Incidents** require immediate attention to avoid possible danger and harm to people, goods and/or the environment. They may include intruders; chemical spillages; lost items such as keys; missing individuals; individuals locked out; contamination risk; aggressive and dangerous encounters; bomb scares.

An **individual** is the adult, child or young person you support or care for in your work.

A **risk** takes account of the likelihood of a hazard occurring and may include the possibility of danger, damage or destruction to the environment and goods; the possibility of injury and harm to people.

**Risk assessments** are documents that identify actual and potential risks and specify actions to address these.

**Working practices** may include activities; procedures; use of materials or equipment; working techniques.

The **work setting** may be in someone's home, within an organisation's premises, in the premises of another organisation, out in the community.

## **Scope/range related to Knowledge and Understanding**

**All knowledge statements must be applied in the context of this standard.**

### **Values**

Adherence to codes of practice or conduct where applicable to your role and the principles and values that underpin your work setting, including the rights of children, young people and adults. These include the rights:

- ◆ to be treated as an individual
- ◆ to be treated equally and not be discriminated against
- ◆ to be respected
- ◆ to have privacy
- ◆ to be treated in a dignified way
- ◆ to be protected from danger and harm
- ◆ to be supported and cared for in a way that meets their needs, takes account of their choices and also protects them
- ◆ to communicate using their preferred methods of communication and language
- ◆ to access information about themselves

## Performance Criteria — What you do in your job

You must provide evidence to meet all the 36 Performance Criteria for this Unit. The Performance Criteria are grouped under headings to assist you with planning how best to meet these points.

Place the number of the piece of work where this Performance Criteria has been met in the evidence box after each criteria.

### Maintain health, safety and security in the work setting

	Performance Criteria	Evidence Number where this criteria has been met
1	Follow organisational safety and security procedures while in <b>the work setting</b> .	
2	Ensure that appropriate people know where you are at all times.	
3	Monitor work areas and <b>working practices</b> to ensure that they are safe and free from <b>hazards</b> and conform to legal and work setting requirements for health and safety.	
4	Before starting and while carrying out work activities, identify health, safety and security issues that may present <b>risks</b> to yourself or other people.	
5	Minimise identified health, safety and security risks.	
6	Take account of <b>individuals'</b> preferences and needs when you ensure your own safety and that of individuals and other people during your work activities.	
7	Check people's right to enter or to be in and around the premises and the environment in which you are working.	
8	Take action in line with legal and work setting requirements to deal with people who do not have a right to enter or to be present.	
9	Take action in line with legal and work setting requirements to ensure that equipment and materials are used and stored correctly and safely.	

### Maintain health, safety and security in the work setting (cont)

	<b>Performance Criteria</b>	<b>Evidence Number where this criteria has been met</b>
10	Take action in line with legal and work setting requirements to deal with the spillage of hazardous and non-hazardous materials.	
11	Take action in line with legal and work setting requirements to dispose of waste immediately and safely.	
12	Report health and safety issues in accordance with legal and work setting requirements.	
13	Complete health, safety and security records within confidentiality agreements and according to legal and work setting requirements.	
14	Seek additional support in relation to health, safety and security issues when necessary.	

### Promote health and safety in the work setting

15	Operate within the limits of your own role and responsibilities in relation to health and safety.	
16	Act as a role model in promoting health, safety and security.	
17	Support others to understand and follow correct safety procedures.	
18	Work with others to identify, minimise and manage potential risks and hazards in the working environment and when carrying out work activities.	
19	Take appropriate action where there is the likelihood of an <b>accident</b> or injury.	
20	Use appropriate <b>risk assessments</b> .	
21	Support others to use appropriate risk assessments.	

**Promote health and safety in the work setting (cont)**

	<b>Performance Criteria</b>	<b>Evidence Number where this criteria has been met</b>
22	Use safe procedures and techniques for moving and handling.	
23	Support others to use safe procedures and techniques for moving.	
24	Use <b>approved methods and procedures</b> when carrying out potentially hazardous work activities.	
25	Support others to use approved methods and procedures when carrying out potentially hazardous work activities.	
26	Encourage others to identify and report any issues in the working environment that may put themselves or others at risk.	
27	Support others to identify and report any issues they have identified	
28	Support others to complete health and safety records correctly.	

## Minimise risks arising from emergencies

	<b>Performance Criteria</b>	<b>Evidence Number where this criteria has been met</b>
29	Make informed decisions about actions to take when risk factors and hazards may cause an incident or emergency.	
30	Take <b>appropriate and immediate action</b> to deal with health and environmental <b>emergencies</b> and <b>incidents</b> .	
31	Provide support and assistance within your own competence until someone who is qualified to deal with the emergency is available.	
32	Make the area around the person at the centre of the emergency as private and safe as possible.	
33	Follow correct safety procedures during incidents and emergencies.	
34	Help others to follow correct safety procedures during incidents and emergencies.	
35	Offer appropriate support to others involved in the incident or emergency.	
36	Complete records and reports on incidents and emergencies within confidentiality agreements and according to legal and work setting requirements.	



## Knowledge and Understanding — Why and how you do what you do in your job

You must provide evidence of your knowledge and understanding to meet all the 34 knowledge points for this Unit. The knowledge points are grouped under headings to assist you with planning how best to meet them.

Place the number of the piece of work where each knowledge point has been met in the 'evidence number' box after each point.

### Rights

	<b>Knowledge and Understanding</b> <i>You need to know and understand:</i>	<b>Evidence Number</b> <b>where this knowledge</b> <b>point has been met</b>
1	Legal and work setting requirements on equality, diversity, discrimination and rights.	
2	Your role in promoting individuals' rights, choices, wellbeing and active participation.	
3	Your duty to report any acts or omissions that could infringe the rights of individuals.	
4	How to deal with and challenge discrimination.	
5	The rights that individuals have to make complaints and be supported to do so.	

## Your practice

	<b>Knowledge and Understanding</b> <i>You need to know and understand:</i>	<b>Evidence Number where this knowledge point has been met</b>
6	Legislation, statutory codes, standards, frameworks and guidance relevant to your work, your work setting and the content of this standard.	
7	Your own background, experiences and beliefs that may have an impact on your practice.	
8	Your own roles, responsibilities and accountabilities with their limits and boundaries.	
9	The roles, responsibilities and accountabilities of others with whom you work.	
10	How to access and work to procedures and agreed ways of working.	
11	How to work in partnership with individuals, key people and others.	
12	How to manage ethical conflicts and dilemmas in your work.	
13	How to challenge poor practice	
14	How and when to seek support in situations beyond your experience and expertise.	

## Health and Safety

15	Your work setting policies and practices for monitoring and maintaining health, safety and security in the work environment.	
16	Practices for the prevention and control of infection in the context of this standard.	

## Safe-guarding

	<b>Knowledge and Understanding</b> <i>You need to know and understand:</i>	<b>Evidence Number where this knowledge point has been met</b>
17	The responsibility that everyone has to raise concerns about possible harm or abuse, poor or discriminatory practices.	
18	Indicators of potential harm or abuse.	
19	How and when to report any concerns about abuse, poor or discriminatory practice, resources or operational difficulties.	
20	What to do if you have reported concerns but no action is taken to address them.	

## Handling information

21	Legal requirements, policies and procedures for the security and confidentiality of information.	
22	Legal and work setting requirements for recording information and producing reports.	
23	Principles of confidentiality and when to pass on otherwise confidential information.	

## Knowledge that is Specific to this NOS

	<b>Knowledge and Understanding</b> <i>You need to know and understand:</i>	<b>Evidence Number where this knowledge point has been met</b>
24	Legislation and work setting procedures to prevent and control infection.	
25	Aspects of your own health and hygiene that can help prevent the spread of infection.	
26	Legislation and work setting requirements for dealing with incidents and emergencies.	
27	Different kinds of incidents and emergencies that may arise in your work setting.	
28	Your responsibility for keeping yourself and others safe within your work role and environment.	
29	Additional hazards to consider when working alone.	
30	How to take responsibility for your own health and wellbeing.	
31	Practices for safe moving and handling.	
32	Approved methods and procedures for potentially hazardous activities you undertake at work.	
33	National and local guidance on falls prevention and factors that impact on falls.	
34	Principles of risk assessment and risk management.	

The candidate and assessor must only sign below when all Performance Criteria and knowledge points have been met.

### Unit assessed as being complete

<b>Candidate's name</b>	
<b>Candidate's signature</b>	
<b>Date submitted to Assessor as complete</b>	

<b>Assessor's name</b>	
<b>Assessor's signature</b>	
<b>Date assessed complete</b>	

### Internal Verification

To be completed in accordance with centre's internal verifier (IV) strategy.

<b>Evidence for this Unit was sampled on the following date/s</b>	<b>Internal verifier's signature</b>	<b>Internal verifier's name</b>

This Unit has been subject to an admin check in keeping with the centre's IV strategy.

<b>Date of admin check</b>	<b>Internal verifier's signature</b>	<b>Internal verifier's name</b>

### Unit completion confirmed

<b>Internal verifier's name</b>	
<b>Internal verifier's signature</b>	
<b>Date completed</b>	