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| Overview | This standard identifies the requirements when keeping yourself and individuals safe and secure within a work setting where children, young people or adults are cared for or supported. This includes carrying out health and safety checks before you begin work activities, ensuring your actions support health and safety, and taking action to deal with emergencies.  |

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| **Performance criteria**You must be able to:You must be able to:You must be able to: | **Carry out health and safety checks before you begin work activities** 1. make sure that you are aware of the setting’s health, safety and security procedures before you begin work activities
2. check any risk assessments relating to work activities before you begin
3. use risk assessments to plan and carry out your work
4. examine the areas in which you work and any equipment to be used, to ensure that they are safe and hazard free and conform to legal and work setting requirements for health and safety
5. wherever possible, remove hazards that might pose a health and safety risk to yourself and other people
6. report any health and safety issues as required in the work setting

**Ensure your actions support health, safety and security in the place where you work** 1. operate within the limits of your own role and responsibilities in relation to health and safety
2. follow requirements of the work setting to ensure that people know where you are at all times
3. ensure that your own health and hygiene do not pose a threat to others
4. while working with individuals, take account of their preferences and needs when you ensure their health and safety and your own
5. check that people who are present have a right to be there
6. check for hazards and health, safety and security risks whilst you are working
7. take appropriate action if you identify the likelihood of an accident, injury or harm
8. work with others to minimise potential risks
9. use approved methods and procedures when undertaking potentially hazardous work activities
10. report any health and safety issues in the place you are working that may put yourself and others at risk
11. complete health, safety and security records according to legal and work setting requirements
12. seek additional support to resolve health and safety problems when necessary

**Take action to deal with emergencies** 1. take appropriate and immediate action to deal with health and environmental emergencies
2. summon assistance appropriate to the emergency
3. support individuals during the emergency
4. provide assistance within your own competence until someone who is qualified to deal with the emergency is available
5. support others who may be affected by the emergency
6. report on emergencies according to legal and work setting requirements
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| Knowledge and understandingYou need to know and understand:You need to know and understand:You need to know and understand:You need to know and understand:You need to know and understand:You need to know and understand: | **Rights**1. work setting requirements on equality, diversity, discrimination and rights
2. your role in supporting rights, choices, wellbeing and active participation
3. your duty to report anything you notice people do, or anything they fail to do, that could obstruct individuals’ rights
4. the actions to take if you have concerns about discrimination
5. the rights that individuals have to make complaints and be supported to do so

**How you carry out your work**1. codes of practice, standards, frameworks and guidance relevant to your work and the content of this standard
2. the main items of legislation that relate to the content of this standard within your work role
3. your own background, experiences and beliefs that may affect the way you work
4. your own roles and responsibilities with their limits and boundaries
5. who you must report to at work
6. the roles and responsibilities of other people with whom you work
7. how to find out about procedures and agreed ways of working in your work setting
8. how to make sure you follow procedures and agreed ways of working
9. what you should do when there are conflicts and dilemmas in your work
10. how and when you should seek support in situations beyond your experience and expertise

**Health and Safety**1. your work setting policies and practices for health, safety and security
2. practices that help to prevent and control infection in the context of this standard

**Safe-guarding**1. the duty that everyone has to raise concerns about possible harm or abuse, poor or discriminatory practices
2. signs and symptoms of harm or abuse
3. how and when to report any concerns about abuse, poor or discriminatory practice, resources or operational difficulties
4. what to do if you have reported concerns but no action is taken to address them

**Handling information** 1. legal requirements, policies and procedures for the security and confidentiality of information
2. work setting requirements for recording information and producing reports including the use of electronic communication
3. what confidentiality means
4. how to maintain confidentiality in your work
5. when and how to pass on information

**Specific to this NOS**1. legislation and work setting procedures to prevent and control infection
2. aspects of your own health and hygiene that can help prevent the spread of infection
3. legislation and work setting requirements for dealing with incidents and emergencies
4. different kinds of incidents and emergencies that may arise in your work setting
5. your responsibility for keeping yourself and others safe within your work role and environment
6. additional hazards to consider when working alone
7. how to take responsibility for your own health and wellbeing
8. practices for safe moving and handling
9. approved methods and procedures for potentially hazardous activities you undertake at work
10. national and local guidance on falls prevention and factors that impact on falls
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**Additional Information**

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| Scope/range relating 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 servicesAn **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**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**Health and environmental emergencies** may relate to fire, security, serious accidents, minor accidents or first aidA **hazard** is something with potential to cause harmThe **individual** is the person you support or care for in your workA **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**Security risks** may include bomb scares; intruders; missing people; lost keys  |

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| Scope/range relating to knowledge and understanding  | **All knowledge statements must be applied in the context of this standard.** |

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| 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 individualTo be treated equally and not be discriminated againstTo be respectedTo have privacyTo be treated in a dignified wayTo be protected from danger and harmTo be supported and cared for in a way that meets their needs, takes account of their choices and also protects themTo communicate using their preferred methods of communication and languageTo access information about themselves |

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| **Developed by** | Skills for Care & Development |
| **Version number** | 1 |
| Date approved | March 2012 |
| Indicative review date | August 2014 |
| Validity | Current |
| Status | Original |
| Originating organisation | Skills for Care & Development |
| Original URN |  HSC22 |
| Relevant occupations | Health, Public Services and Care; Health and Social Care; Associate Professionals and Technical Occupations; Health and Social Services Officers; Health Associate Professionals; Personal Service Occupations; Healthcare and Related Personal Services; |
| Suite | Health and Social Care  |
| Key words | support, health, safety |