

## **HSC22 Support the health and safety of yourself and individuals (Level 2 core)**

### **Elements of Competence**

- HSC22a** Carry out health and safety checks before you begin work activities
- HSC22b** Ensure your actions support health and safety in the place you work
- HSC22c** Take action to deal with emergencies

### **About this unit**

For this unit you need to keep yourself, individuals and others for whom you are responsible, safe and secure within the working environment.

### **Scope**

The scope is here to give you guidance on possible areas to be covered in this unit. The terms in this section give you a list of options linked with items in the performance criteria. You need to provide evidence for any option related to your work area.

**Accidents** could be due to: falls; hazards in the environment; illness; disability; weaknesses; sensory and cognitive impairment; frailty.

**First aid** could include the need to deal with severe bleeding; cardiac arrest shock; faints or loss of consciousness; epileptic seizure; choking and difficulty with breathing; falls - potential and actual fractures; burns and scalds; poisoning; electrocution.

**Key people** include: family; friends; carers; others with whom the individual has a relationship.

**Others:** people within your organisation; people outside your organisation who provide health and care services and support the needs of individuals.

**Security emergencies** could include: bomb scares; intruders; missing people; lost keys.

Your **knowledge and understanding** will be specifically related to legal requirements and codes of practice applicable to your job; your work activities; the job you are doing (e.g. domiciliary, residential care, hospital settings) and the individuals you are working with.

### **Values underpinning the whole of the unit**

The values underpinning this unit have been derived from the key purpose statement<sup>1</sup>, the statement of expectations from carers and people receiving services, relevant service standards and codes of practice for health and social care in the four UK countries. They can be found in the principles of care unit HSC24. To achieve this unit you must demonstrate that you have applied the principles of care outlined in unit HSC24 in your practice and through your knowledge.

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<sup>1</sup> The key purpose identified for those working in health and social care settings is "to provide an integrated, ethical and inclusive service, which meets agreed needs and outcomes of people requiring health and/or social care"

## Key Words and Concepts

This section provides explanations and definitions of the key words and concepts used in this unit. 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. **Therefore, we would encourage you to read this section carefully before you begin working with the standards and to refer back to this section as required.**

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<b>Accident</b>	Unforeseen major and minor incidents where an individual is injured
<b>Active support</b>	Support that encourages individuals to do as much for themselves as possible to maintain their independence and physical ability and encourages people with disabilities to maximise their own potential and independence
<b>Emergencies</b>	Immediate and threatening danger to individuals and/or others
<b>Hazard</b>	A hazard is something with potential to cause harm
<b>Individuals</b>	The actual people requiring health and care services. Where individuals use advocates and interpreters to enable them to express their views, wishes or feelings and to speak on their behalf, the term individual within this standard covers the individual and their advocate
<b>Key people</b>	Are those people who are key to an individual's health and social well-being. These are people in the individual's life who can make a difference to their health and well-being
<b>Others</b>	Are other people within and outside your organisation that are necessary for you to fulfil your job role
<b>Risks</b>	A risk is the likelihood of the hazard to be realised. It can be to individuals in the form of danger, harm and abuse and/or to the environment by danger of damage and destruction
<b>Rights</b>	The rights that individuals have to: <ul style="list-style-type: none"><li>• be respected</li><li>• be treated equally and not be discriminated against</li><li>• be treated as an individual</li><li>• be treated in a dignified way</li><li>• privacy</li><li>• be protected from danger and harm</li><li>• be cared for in a way that meets their needs, takes account of their choices and also protects them</li><li>• access information about themselves</li><li>• communicate using their preferred methods of communication and language</li></ul>

**HSC22a** Carry out health and safety checks before you begin work activities

**Performance Criteria**

You need to show that,

1. you make sure that you are aware of, and follow, organisational health, safety and security procedures before you start work
2. before you begin any work activities you:
  - check and use any risk assessments
  - examine the areas in which you work and any equipment you have to use to ensure that they are safe, **hazard** free and conform to legal and organisational requirements for health and safety
  - remove, where possible, hazards that might pose a health and safety risk to yourself and others
3. you take account of **individuals'** needs, wishes, preferences and choices, whilst ensuring your own and the safety of individuals, **key people** and **others** when carrying out your work activities
4. you operate within the limits of your own role and responsibilities, in relation to health and safety
5. where necessary, you seek additional support to resolve health and safety problems
6. you report health and safety issues to the appropriate people and complete health, safety and security records, according to legal and organisational requirements

**HSC22b** Ensure your actions support health and safety in the place you work

**Performance Criteria**

You need to show that,

1. you identify and work with others to minimise potential risks in the place where you are working
2. you ensure that your own health and hygiene does not pose a threat to others
3. you ensure that the appropriate people know where you are at all times
4. you check for hazards and health, safety and security **risks** whilst you are working, taking appropriate action if there is the likelihood of an **accident**, injury or harm
5. you check that people who are present have a right to be there
6. you use approved methods and procedures when undertaking potentially hazardous work activities, including:
  - using correct moving and handling techniques
  - wearing correct personal protective clothing appropriate to the situation, environment and activities
  - using and storing equipment and materials
  - dealing with spillages and disposal of waste

7. you report any health and safety issues in the place you are working that may put yourself and others at risk

### **HSC22c** Take action to deal with emergencies

#### **Performance Criteria**

You need to show that,

1. you take appropriate and immediate action to deal with health and environmental emergencies, including:
  - fire
  - security
  - serious and minor accidents
  - first aid
2. you summon assistance appropriate to the emergency
3. you support individuals during emergencies
4. you provide ongoing support and assistance within your own competence until someone who is qualified to deal with the emergency is available
5. you support others who may be affected by the emergency
6. you record and report on incidents and emergencies accurately, completely, within confidentiality agreements, and according to organisational and legal requirements

## **Knowledge Specification for the whole of 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 show that you know, understand and can apply in practice:

### **Values**

1. legal and organisational requirements on equality, diversity, discrimination and **rights** when working with individuals and dealing with emergencies
2. how to provide **active support** and promote the individual's rights, choices and well-being whilst ensuring healthy and safe working practices and dealing with emergencies

### **Legislation and organisational policy and procedures**

3. codes of practice and conduct, and standards and guidance relevant to your own and the roles, responsibilities, accountability and duties of others for health, safety and when dealing with emergencies
4. current local, UK and European legislation, and organisational requirements, procedures and practices for:
  - data protection including recording, reporting, confidentiality and sharing information and how to complete records for accidents and emergencies
  - health, safety and risk assessment for the environment, your work activities and for the individuals with whom you are working
  - the protection of individuals from danger, harm and abuse
  - your responsibility for keeping yourself and others safe
  - use and storage of hazardous and non-hazardous substances and equipment
  - infection control

### **Theories and practice**

5. how to access and use records and information relating to health and safety
6. actions to take when you observe any key changes in the individuals conditions
7. methods of using equipment and materials safely (including the use of chemicals and other hazardous substances)
8. methods of storing different equipment and materials safely and securely
9. methods of minimising the risk of contamination and infection
10. how to deal and work with hazardous and non-hazardous materials, equipment and waste, in order to minimise the risks of contamination and danger
11. how to store equipment and materials safely
12. how to move and handle people, items and objects safely

13. types of personal protective clothing and equipment that you should and might have to use in your work and the reasons for using such clothing and equipment
14. aspects of your own health and hygiene that might pose a threat to individuals, key people and the place in which you work
15. risks and hazards that might cause the individual, yourself and others to have an accident, fall, be injured and become ill
16. common reasons why accidents happen in the care environment and with the individuals with whom you work
17. the susceptibility of specific groups of individuals to falls, spillages and breaking items and the reasons for this
18. the different kinds of emergency there may be in your work environment and with the individuals for whom you are responsible