

HSC243 Monitor, handle and maintain materials and equipment (Level 2)

Elements of Competence

HSC243a	Identify and move materials and equipment
HSC243b	Monitor the receipt and use of materials and equipment
HSC243c	Help maintain materials and equipment

About this unit

For this unit you will need to be able to monitor, handle and maintain materials and equipment.

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.

Risks: possibility of injury; dangerous stacking of materials; dangerous storage of equipment; risk of damage to materials and equipment; risk of contamination to materials and equipment.

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 statement¹, 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.

¹ 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.**

- Others** Are other people within and outside your organisation who are necessary for you to fulfil your job role
- Risk** A risk is the likelihood of the hazard's potential being realised. It can be to individuals in the form of danger or harm and/or to the environment in the form of danger of damage and destruction

HSC243a Identify and move materials and equipment

Performance Criteria

You need to show that,

1. you identify materials and equipment that need to be moved
2. you obtain **risk** assessments associated with the materials and equipment to be used
3. prior to moving the materials and equipment, you ensure you understand risk assessment procedures and identify and minimise the risks involved, accessing other help where necessary
4. you move and handle materials and equipment ensuring that you:
 - follow legal and organisational policies, procedures and requirements
 - follow the procedures and practices identified in any risk assessments
 - handle and position the materials and equipment safely, securely and in a way which protects them from damage and/or contamination
 - handle and position the materials and equipment safely when moving them
5. you check that the materials and equipment are safe and secure when they have been moved
6. you update records and report any problems about moving materials and equipment, according to legal and organisational requirements

HSC243b Monitor the receipt and use of materials and equipment

Performance Criteria

You need to show that,

1. you check that any materials and equipment received are correct and not faulty
2. you store materials and equipment according to the manufacturer's, users and organisational recommendations and requirements
3. when distributing materials and equipment you handle them safely and according to legal requirements and organisational policies and procedures
4. you monitor and control the use of materials and equipment to minimise loss and damage
5. you record, report and take action to:
 - remedy any faults and incorrect deliveries
 - replace and repair materials and equipment that have been lost and damaged
 - replenish materials and equipment that have run out

HSC243c Help maintain materials and equipment

Performance Criteria

You need to show that,

1. you use and encourage **others** to use, maintain and clean materials and equipment according to:
 - manufacturer's instructions
 - any legal requirements
 - organisational policies and procedures
2. you use appropriate protective clothing and equipment when cleaning equipment
3. you maintain and store materials and equipment so they are easily accessible and ready for future use
4. you label, remove and report to appropriate people, any materials and equipment that are unsuitable for use
5. you dispose of any waste safely and according to legal and organisational requirements
6. you keep accurate and up-to-date records of the materials and equipment for which you are responsible

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:

Legislation and organisational policy and procedures

1. codes of practice and conduct, and standards and guidance relevant to your own and the roles, responsibilities, accountability and duties of others when monitoring, handling and maintaining materials and equipment
2. current local, UK and European legislation, and organisational requirements, procedures and practices for:
 - accessing risk assessments and following risk assessment procedures
 - recording, reporting, confidentiality and sharing information, including data protection
 - health, safety, assessing and managing risks associated with monitoring, handling and maintaining materials and equipment
 - the use of transportation equipment
 - the movement of particular types of materials and equipment
 - moving and handling
 - supplying and storing different kinds of materials
 - the maintenance of equipment and machinery

Theory and practice

3. principles for moving, handling, loading and storing materials and equipment
4. the reasons for recording the goods received and actions to take to rectify mistakes
5. how to deal with hazardous substances
6. routine maintenance requirements and the possible consequences of not maintaining equipment
7. types of materials and equipment which are easily damaged during transportation
8. reasons for, and methods of, labelling products and equipment for transfer
9. loading and unloading requirements for transfer such as positioning and weight of loads, safe methods of moving loads manually
10. how to secure and monitor the condition of products and equipment during transit
11. how to move, handle, store and dispose of equipment, materials and waste safely
12. how to protect materials and equipment from contamination and adverse atmospheric conditions

