

## **HSC32 Promote, monitor and maintain health, safety and security in the working environment (Level 3)**

### **Elements of Competence**

<b>HSC32a</b>	Monitor and maintain the safety and security of the working environment
<b>HSC32b</b>	Promote health and safety in the working environment
<b>HSC32c</b>	Minimise risks arising from emergencies

### **About this unit**

For this unit you are required to keep yourself, individuals and others for whom you are responsible, safe and secure within your working environment and minimise risks arising from emergencies.

### **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.

**Incidents** could include: intruders; chemical spillages; lost keys, purses etc., missing individuals; individuals locked out; contamination risk; aggressive and dangerous encounters; bomb scares.

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

**Risks** could include: the possibility of danger, damage and destruction to the environment and goods; the possibility of injury and harm to people.

**The working environment** could be: within an organisation's premises; in premises of another organisation; in someone's home; out in the community

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

Your **knowledge and understanding** for this unit will relate to legal requirements and codes of practice applicable to the scope of your work and others with whom you work; the nature of the work you are undertaking; your role and level of responsibility within your organisation (e.g. whether you have responsibility to support the work of others); the individuals, key people and others with whom you are required to work and the degree of autonomy you have for the management of your own work activities.

### **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. If you are working with children and young people they can be found in the principles of care unit HSC34. If you are working with adults they can be found in HSC35. To achieve this unit you

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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"

must demonstrate that you have applied the principles of care outlined in either unit HSC34 or HSC35 in your practice and through your knowledge.

## 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>Emergencies</b>	Immediate and threatening danger to individuals and others
<b>Hazards</b>	Something with the potential to cause harm
<b>Incidents</b>	Occurrences that require immediate attention to avoid possible danger and harm to people, goods and/or the environment
<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 or interpreter
<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>Right to enter</b>	Those people who have a right to be on the property, it excludes people who may have a court order against them and those who have no need to be on the premises
<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>
<b>Risk assessments</b>	A document that identifies actual and potential risks and specifies actions related to specific activities and functions
<b>Risks</b>	The likelihood of the hazards potential being realised
<b>The working environment</b>	This will include all environments in which you work

## **HSC32a** Monitor and maintain the safety and security of **the working environment**

### **Performance Criteria**

You need to show that,

1. you follow organisational safety and security procedures
2. you check people's **right to enter**, be in and around the premises and the environment in which you are working
3. you take appropriate actions to deal with people who do not have a right to enter, be in and around the premises and the environment in which you are working
4. before starting and during work activities, you identify and minimise health, safety and security **risks**, seeking additional support where necessary
5. you monitor work areas and **working practices** to ensure that they:
  - are safe and free from **hazards**
  - conform to legal and organisational requirements for health and safety
6. 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
7. you take appropriate action, following legal and organisational requirements, to:
  - ensure that equipment and materials are used and stored correctly and safely
  - deal with the spillage of hazardous and non hazardous materials
  - dispose of waste immediately and safely
8. you follow, and support others to understand and follow correct safety procedures
9. you report health and safety issues to the appropriate people and complete health, safety and security records, within confidentiality agreements and according to legal and organisational requirements

## **HSC32b** Promote health and safety in the working environment

### **Performance Criteria**

You need to show that,

1. you identify and work with others to identify, minimise and manage potential risks and hazards in the working environment and when undertaking work activities
2. you operate within the limits of your own role and responsibilities, in relation to health and safety
3. you use, and support others to use:
  - safe procedures and techniques for moving and handling
  - approved methods and procedures when carrying out potentially hazardous work activities
  - appropriate **risk assessments**

4. you identify and report, encourage and support others to identify and report any issues in the working environment, that may put yourself and others at risk
5. you act as a role model in promoting health, safety and security
6. you take appropriate action where there is the likelihood of an **accident** or injury
7. you ensure that the appropriate people know where you are at all times
8. you support others to complete health and safety records correctly

### **HSC32c** Minimise risks arising from emergencies

#### **Performance Criteria**

You need to show that,

1. you take appropriate and immediate action to deal with health and environmental **emergencies** and **incidents**, summoning assistance immediately when this is necessary
2. you identify and make informed decisions about actions to take when risk factors and hazards may cause an incident or emergency
3. you provide ongoing support and assistance within your own competence until someone who is qualified to deal with the emergency is available
4. you make the area around the person with the emergency as private and safe as possible
5. you follow, and help others to follow, the correct safety procedures in incidents and emergencies
6. you offer appropriate support to others involved in the incident and emergency
7. 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, key people and others when monitoring and promoting health and safety
2. how to provide **active support** and promote individuals' rights, choices and well-being whilst promoting healthy and safe working practices and minimising risks from incidents and 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 in relation to health, safety and dealing with incidents and emergencies
4. current local, UK and European legislation and organisational requirements, procedures and practices for:
  - data protection, including recording, reporting, storage, security and sharing of information
  - risk assessment and management
  - the protection of yourself, individuals, key people and others from danger, harm and abuse
  - monitoring and maintaining health, safety and security in the working environment
  - dealing with incidents and emergencies
5. the purpose of, and arrangements for supervision when involved in incidents and emergencies

### Theory and practice

6. how and where to access information and support that can inform your practice on health, safety and dealing with incidents and emergencies
7. the effects of stress and distress on yourself, individuals, key people and others
8. conditions and issues you are likely to face in your work with individuals and key people
9. methods of supporting individuals to:
  - express their needs and preferences
  - understand and take responsibility for promoting their own health and care
  - assess and manage risks to their health and well-being

10. how to work with, and resolve conflicts that you are likely to meet
11. methods of:
  - monitoring activities and the environment to minimise risk and keep the environment free from hazards
  - storing different equipment and materials safely and securely
  - minimising the risk of contamination and infection
12. how to deal and work with hazardous and non-hazardous materials, equipment and waste, in order to minimise the risks of contamination and danger to yourself, individuals, key people and others with whom you work and are responsible for
13. procedures, techniques and the differing types of equipment to enable you to lift, move and handle people, materials and items safely
14. how to assess risks to yourself, individuals, key people and others
15. the type of security and health incidents and emergencies that might happen in your area of work and working environment
16. the appropriate action to take for different security and health incidents and emergencies
17. your own capabilities to deal with an accident and emergency, and when and how to summon additional help
18. how to promote health and safety to others, including the modelling of good practice