

Title:	Health and Safety in the Workplace (Health and Social Care)
Level:	2
Credit value:	1
GLH	8
Unique Reference Number:	A/650/8233
Aim:	The aim of this unit is to provide learners with the knowledge and skills to be able to work in a safe manner in Health and Social Care, ensuring that they understand the requirements and responsibilities on them, are aware of the requirements for risk assessments and are able to identify safe –and unsafe – practice.
Assessment	Assessment of this unit will be through an externally set multiple choice question paper.

Learning outcomes

The learner will:

1. Understand the requirements for health, safety and welfare in the health and social care workplace.

Delivery content:

The aim of this learning outcome is to provide the learners with the knowledge to understand the requirements for health, safety and welfare in the health and social care workplace.

The learner must:

- Recognise the **responsibilities of employers** relating to health and safety in the health and social care sector.
- Recognise the **responsibilities of employees** relating to health and safety in the health and social care sector.
- Indicate the **consequences** for not meeting health and safety standards.
- Identify the **requirements for training** in the health and social care workplace.
- Identify the **requirements for competence** in the health and social care workplace.
- Recognise the **welfare arrangements** which employers should provide in a health and social care workplace.

<ul style="list-style-type: none"> • Identify methods an employer can use to communicate health and safety information. • Identify required actions following a health and safety incident in a health and social care workplace. • Recognise the health and safety arrangements that should be in place in health and social care workplaces in case of emergency or the requirement for first aid.
<p>2. Understand the importance of risk assessments for health and safety in a health and social care workplace.</p> <p>Delivery content:</p> <p>The aim of this learning outcome is to provide the learners with the knowledge to understand the importance of risk assessments for health and safety in a health and social care workplace.</p> <p>The learner must:</p> <ul style="list-style-type: none"> • Define key terms in health and safety. • Recognise the principle of risk control. • Identify the role of risk assessments in making a health and social care workplace safe. • Identify the five-step process of risk assessment.
<p>3. Understand potential hygiene hazards in health and social care workplaces and how to identify and control them.</p> <p>Delivery content:</p> <p>The aim of this learning outcome is to provide the learners with the knowledge to understand potential hygiene hazards in health and social care workplaces and how to identify and control them.</p> <p>The learner must:</p> <ul style="list-style-type: none"> • Define common hazards in health and social care. • Define key concepts in the identification and control of hazards. • Identify mode and means of transmission. • Identify factors which influence how disease spreads. • Identify controls for common microbiological hazards in health and social care.
<p>4. Understand the importance of good personal hygiene in health and social care workplaces.</p>

Delivery content:

The aim of this learning outcome is to provide the learners with the knowledge to understand the importance of good personal hygiene in health and social care workplaces.

The learner must:

- Define the **principles, requirements and techniques** for hand washing in a health and social care workplace.
- Identify the role of **personal protective equipment** in health and social care workplaces.
- Identify the **risks** associated with exposure to infectious diseases both in the health and social care workplace and at home.

5. Understand the importance of maintaining hygiene standards in the health and social care workplace.

Delivery content:

The aim of this learning outcome is to provide the learners with the knowledge to understand the importance of maintaining hygiene standards in a health and social care workplace.

The learner must:

- Define **key terms** in hygiene standards.
- Identify the need for a **suitable environment** in a health and social care workplace.
- Identify the processes involved in **cleaning** in a health and social care workplace.
- Recognise the processes involved in **management of waste**.

Scope of Training

The Scope of Training identifies areas that must be covered during the delivery of this unit. This is the minimum that is expected but tutors are expected to include other areas, knowledge of which will benefit their learners, based on location, types of work available and from the tutors own professional experience.

Scope of Assessment

Requirements	
Responsibilities of employers:	<p>Responsibilities of employers under the most recent legislation and regulation.</p> <p>For example:</p> <ul style="list-style-type: none"> • Health and Safety at Work Act 1974 • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013 (RIDDOR). • Management of Health and Safety at Work Regulations, 1999. • Personal Protective Equipment at Work (Amendment) Regulations 2022. <p>Other activities in the workplace which may require adherence to specific legislation or regulation.</p> <p>For example:</p> <ul style="list-style-type: none"> • Manual handling. • Control of hazardous substances. • Storing and dispensing of medication.
Responsibilities of employees:	<p>Responsibilities of employees under the most recent legislation and regulations.</p> <p>For example:</p> <ul style="list-style-type: none"> • Health and Safety at Work Act 1974. <p>Responsibilities to behave in a safe and secure way following appropriate training.</p> <p>Other activities in the workplace which may require adherence to specific legislation or regulation.</p> <p>For example:</p> <ul style="list-style-type: none"> • Manual handling. • Control of hazardous substances. • Storing and dispensing of medication.
Consequences:	<ul style="list-style-type: none"> • Legal notices: <ul style="list-style-type: none"> ○ Notice of improvement ○ Notice of prohibition • The role of the HSE inspector.

	<ul style="list-style-type: none"> • The role of the Environmental Health Officer. • Possible penalties for non-compliance. • Economic consequences. <ul style="list-style-type: none"> ○ Fines. ○ Legal costs. ○ Costs of repairs / replacements etc • Legal consequences. <ul style="list-style-type: none"> ○ Fines. ○ Prosecutions. • Social consequences. <ul style="list-style-type: none"> ○ Low morale. ○ Increased sick leave.
Requirements for training:	<p>Should include:</p> <ul style="list-style-type: none"> • Legal requirements for training. • Timing of training. • Why training is needed.
Requirements for competence:	<p>Should include:</p> <ul style="list-style-type: none"> • Definition of term “competent person” • Legal requirements for competency.
Welfare arrangements:	<p>Environmental welfare arrangements:</p> <ul style="list-style-type: none"> • Heat. • Ventilation. • Lighting. • Ergonomics, etc. <p>Personal welfare arrangements:</p> <ul style="list-style-type: none"> • Water • Toilets. • Wellbeing arrangements / health surveillance.
Methods:	<p>Methods for communication:</p> <p>Verbal, for example:</p> <ul style="list-style-type: none"> • Toolbox Talks. • Training. • Meetings. <p>Written, for example:</p>

	<ul style="list-style-type: none"> • Posters. • Safety information on equipment. • Safety data sheets.
Actions:	<p>Legal duty to report.</p> <p>Why reporting is important:</p> <ul style="list-style-type: none"> • Lessons learned. • Forward planning <p>Accident books.</p> <p>Accident report forms.</p> <p>Requirements to report to the HSE</p> <ul style="list-style-type: none"> • When and what should be reported.
Health and safety arrangements:	<p>Fire alarms:</p> <ul style="list-style-type: none"> • Types. • Testing schedule. <p>Fire extinguishers:</p> <ul style="list-style-type: none"> • Types. • Which one for which type of fire. <p>Evacuation procedures:</p> <ul style="list-style-type: none"> • Fire doors. • Evacuation process. • The importance of fire drills. • Fire marshals. • Fire policy. <p>In case of emergency:</p> <ul style="list-style-type: none"> • Emergency lighting. • First aiders. • Escape routes. <p>First aid needs assessments.</p> <p>Spillage procedures.</p> <p>Arrangement for lone workers.</p>
Key terms:	<p>Hazard.</p> <p>Risk.</p> <p>Control Measure.</p>
Risk control:	<p>Risk control hierarchy.</p>

	Regulations surrounding use of PPE.
Role of risk assessments:	<p>Definition of a risk assessment.</p> <p>Role of a risk assessment in reducing accidents.</p> <p>Role of a risk assessment in reducing ill health.</p>
Five-step process:	<p>Legal responsibilities for risk assessments.</p> <p>Five steps of risk assessment.</p> <p>Procedures and boundaries for reviewing risk assessments.</p> <p>Groups which need special consideration.</p>
Hazards:	<p>Manual Handling:</p> <ul style="list-style-type: none"> • Common manual handling injuries. • Control measures. • Mechanical aids. <p>Electricity:</p> <ul style="list-style-type: none"> • How electricity can cause harm. • Safe use of electrical equipment. • Requirements for carrying out and recording safety checks. • Requirements for reporting unsafe equipment. <p>Slips, trips and falls:</p> <ul style="list-style-type: none"> • Causes. • Control measures. <p>Fire safety.</p> <ul style="list-style-type: none"> • The fire triangle. • Causes of workplace fires. • Fire prevention. • How to prevent spread of fires. • Control measures. <p>Hazardous substances:</p> <ul style="list-style-type: none"> • Forms / types of hazardous substances. • How hazardous substances can enter the body. • COSHH assessments. • Control measures. • Rules for working with hazardous substances. <p>Transmission of pathogens.</p>
Concepts:	Cross-contamination.

	<p>Contamination.</p> <p>Pathogens.</p> <p>Infection</p> <p>Cross-infection</p>
Mode and means of transmission:	<p>Transmission of:</p> <ul style="list-style-type: none"> • Viruses • Fungi • Parasites. • Bacteria. <p>Modes and means of transmission:</p> <ul style="list-style-type: none"> • Direct • Indirect
Factors:	<p>Conditions needed for transmission (e.g.)</p> <ul style="list-style-type: none"> • Warmth. • Moisture. <p>Situations when infections can be transmitted.</p> <p>Groups at greater risk.</p> <ul style="list-style-type: none"> • Elderly. • Clinically vulnerable.
Controls:	<p>Standard precaution for dealing with bodily fluids, excretions and secretions.</p> <p>Hygiene procedures:</p> <ul style="list-style-type: none"> • Personal cleanliness. • Protective clothing. • Covering wounds. <p>Maintaining a clean environment.</p> <ul style="list-style-type: none"> • Cleaning schedules. • Procedures for spillage. <p>Food safety procedures.</p> <p>Safe disposal of waste (incl. sharps and other clinical waste).</p> <p>Robust reporting procedures.</p>

Principles, requirements and techniques:	Principle of why hand-washing is important. Requirements for when hands should be washed. Techniques for correct hand washing and hand hygiene.
Personal protective equipment:	Types of PPE and when they should be used. Requirements of protective clothing. (e.g. well-fitting, in good condition, etc). Requirements of protective equipment.(e.g. easy to clean)
Risks:	Risks of going to work with an infection disease. Risks associated with cuts and sores. Risks of common infectious diseases. Legal responsibilities to report illnesses.
Key phrases:	Cleaning. Decontamination Detergents (and their uses). Disinfectants (and their uses). Sanitisers(and their uses). Sterilisers(and their uses).
Suitable environment:	Types of environment in health and social care. E.g.: <ul style="list-style-type: none"> • Clinical settings. • Community settings. • Client homes. Suitability of premises and equipment.
Cleaning:	Cleaning schedules: <ul style="list-style-type: none"> • Reasons for using cleaning schedules. • Contents of a cleaning schedule. Cleaning equipment: <ul style="list-style-type: none"> • Where and how to store cleaning chemicals. • Requirements for cleaning and disinfecting mops, cloths, etc. • Colour-coded equipment. • Use of disposable cloths.
Management of waste:	Correct process for dealing with body fluid spillages. Disposal of hazardous waste, including: <ul style="list-style-type: none"> • Used dressings.

	<ul style="list-style-type: none">• Body fluids• Sharps.• Soiled linen.• Unused pharmaceuticals.
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