HSC22 Support the health and safety of yourself and individuals

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[1]

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 family; friends; carers; others with whom individuals have a supportive 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.

[1] The term 'unit' is used in this report to refer to each separate standard within the NOS suite

Values underpinning the whole of the unit

The values underpinning this unit have been derived from the key purpose statement[2], the statement of expectations from carers and people accessing services, relevant service standards and codes of practice for health, social or 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.

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. **You should read this section carefully before you begin working with the standards and refer to it if you are unsure about anything in the unit**.

---

[2] The key purpose identified for those working in health, social or 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"

Accident	Unforeseen major and minor incidents where an individual is injured
Active support	Working in a way that recognises people have the right to take part in the activities and relationships of everyday life as independently as they can, and so supports them by helping only with what they really cannot do for themselves
Emergencies	Immediate and threatening danger to individuals and/or others
Hazard	A hazard is something with potential to cause harm
Individuals	People using health, social or 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 individuals and their advocates or interpreters
Key people	Those people who are key to individuals' health and social well-being. These are people in individuals lives who can make a difference to their health and well-being
Others	Other people within and outside your organisation who are necessary for you to fulfil your job role
Risks	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
Rights	The rights that individuals have to: • be respected • be treated equally and not be discriminated against • be treated as an individual • be treated in a dignified way • privacy • be protected from danger and harm • be supported and cared for in a way that meets their needs, takes account of their choices and also protects them • access information about themselves • communicate using their preferred methods of communication and language

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

Performance Criteria

You need to,

1. 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. 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. 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. 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,

1. identify and work with others to minimise potential risks in the place where you are working
2. ensure that your own health and hygiene does not pose a threat to others
3. ensure that the appropriate people know where you are at all times
4. 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. check that people who are present have a **right** to be there
6. 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,

1. take appropriate and immediate action to deal with health and environmental emergencies, including:
   - fire
   - security
   - serious and minor accidents
   - first aid
2. summon assistance appropriate to the emergency
3. support individuals during emergencies
4. provide ongoing support and 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. 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. You must show that you abide by Codes of Practice and use your knowledge and skills in your every day work. Therefore, 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 individuals 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 legislation, and organisational requirements, procedures and practices for:
   a. data protection including recording, reporting, confidentiality and sharing information and how to complete records for accidents and emergencies

b. health, safety and risk assessment for the environment, your work activities and for the individuals with whom you are working
c. the protection of individuals from danger, harm and abuse
d. your responsibility for keeping yourself and others safe
e. use and storage of hazardous and non-hazardous substances and equipment
f. 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 individuals conditions
7. how to use and store equipment and materials safely and securely, including the use of chemicals and other hazardous substances
8. methods of minimising the risk of contamination and infection
9. how to deal and work with hazardous and non-hazardous materials, equipment and waste, in order to minimise the risks of contamination and danger
10. how to move and handle people, items and objects safely
11. 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
12. aspects of your own health and hygiene that might pose a threat to individuals, key people and the place in which you work
13. risks and hazards that might cause individuals, yourself and others to have an accident, fall, be injured and become ill
14. common reasons why accidents happen in the care environment and with individuals with whom you work
15. the susceptibility of specific groups of individuals to falls, spillages and breaking items and the reasons for this
16. the different kinds of emergency there may be in your work environment and with the individuals for whom you are responsible