HSC42	**Contribute to the development and maintenance of healthy and safe practices in the working environment**

Elements of Competence

HSC42a	Contribute to monitoring compliance with health, safety and security regulations and requirements
HSC42b	Contribute to the development of systems to manage risk to self, staff and others
HSC42c	Contribute to the development of health, safety and security policies, procedures and practices

About this unit[1]

For this unit you need to be able to contribute to the development, monitoring and maintenance of healthy and safe practices.

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.

Danger could be: imminent; in the short term; in the medium term; in the longer term.

Give feedback using: individuals preferred spoken language; the use of signs; symbols; pictures; writing; objects of reference; communication passports; other non verbal forms of communication; human and technological aids to communication.

Harm and abuse within this unit will cover: neglect; physical, financial, emotional and sexual abuse; bullying; self harm; reckless behaviour.

Incidents could include: bomb scares; intruders; lost keys, purses etc.; a person being locked out or missing; aggressive and dangerous encounters.

Key people include: family; friends; carers; others with whom individuals have a supportive relationship.

Risks could include the possibility of: danger, damage and destruction to the environment and goods; injury and harm to people; self-harm; bullying; abuse; reckless behaviour.

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:

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

- legal requirements and codes of practice applicable to the scope of your work and that of others with whom you work
- your role, and level of responsibility you have within your organisation to manage activities to achieve an optimum service
- the depth and breadth of understanding that will enable you carry out your job role and support others to perform competently
- the need to be able to solve problems and resolve conflicts
- the need to be able to evaluate, assess situations and act appropriately
- systems and processes within your own and across other organisations, and
- the need for you to be able to work in collaboration with individuals[2], key people and others within and outside your organisation.

Values underpinning the whole of the unit

The values underpinning this unit have been derived from the key purpose statement[3], 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. If you are working with children and young people they can be found in the principles of care unit HSC44. If you are working with adults they can be found in HSC45. To achieve this unit you must demonstrate that you have applied the principles of care outlined in either unit HSC44 or HSC45 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**.

Accident	Unforeseen major and minor incidents where an individual is injured
Approved methods and procedures	These are methods and procedures that have been set down in legalisation, set by your organisation, identified in risk assessments and/or set down by the producers of the items, materials or equipment
Danger	The possibility of harm and abuse happening

[2] If you are working with children and young people the term "individuals" covers children and young people and "key people" covers parents, families, carers, friends and others with whom the child/young person has a supportive relationship

[3] 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"

Emergencies	Immediate and threatening danger to individuals and others
Harm	The effects of an individual being physically, emotionally or sexually injured or abused
Hazards	Something with the potential to cause harm
Individuals	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 individuals and their advocates or interpreters
Key people	Those people who are key to an individual's 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
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 they choose access information about themselves communicate using their preferred methods of communication and language
Risks	The likelihood of the hazards potential being realised
The working environment	This will include all environments in which you work
Violence	Physical abuse against and towards a person

HSC42a Contribute to monitoring compliance with health, safety and security regulations and requirements

Performance Criteria

You need to,

1. ensure the people with whom you work are aware of legal and organisational health, safety and security policies, procedures and practices relevant to their work
2. identify and work with others to assess, minimise and manage potential **risks** and **hazards** in **the working environment**
3. when you monitor health, safety and security policies, procedures and practices, you take appropriate action where they are not being adhered to
4. act as a role model in adhering to health, safety and security policies, procedures and practices
5. challenge and report working practices that are unsafe and unhealthy

6. ensure that you and the people with whom you work use **approved methods and procedures** when carrying out potentially hazardous work activities
7. take appropriate and immediate action to manage **emergencies**
8. take appropriate action where there is the likelihood of an **accident** or injury
9. complete timed and dated records and reports on health, safety and security issues, practices and incidents, within confidentiality agreements and according to legal and organisational requirements

HSC42b Contribute to the development of systems to manage risk to self, staff and others

Performance Criteria

You need to,

1. contribute to the planning, monitoring, and reviewing of policies, systems, procedures and practices to identify, assess and reduce stress and risk of **danger, harm and abuse** to **individuals**, **key people**, self, staff and **others**
2. ensure that you and the people with whom you work are aware of their responsibilities and follow risk management policies, systems, procedures and practices
3. ensure that you and the people with whom you work are aware of and contribute to the implementation of an effective violence against staff policy
4. contribute to managing policies, systems, procedures and practices for physical intervention and its use
5. contribute to the assessment and management of risk to individuals from their own behaviour and that of others
6. monitor policies, systems, procedures and practices to identify if improvements are needed to risk assessments for individuals, key people and others within and outside the organisation
7. support individuals, key people, staff and others within and outside your organisation to:
   - give feedback on risk management policies, systems, procedures and practices
   - indicate where and how improvements could be made

HSC42c Contribute to the development of health, safety and security policies, procedures and practices

Performance Criteria

You need to,

1. contribute to the review and evaluation of health, safety and security policies, procedures and practices within your working environment
2. support individuals, key people, staff and others within and outside your organisation to:

- give feedback on health, safety and security policies, procedures and practices
- indicate where and how improvement could be made

3. identify areas of policy and practice that need improvement to ensure the safety, security and protection in the working environment
4. you record and report on your contribution to the development of health, safety and security policies, procedures and practices, within confidentiality agreements and according to legal and organisational 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, **rights**, confidentiality and sharing of information when contributing to the development and maintenance of healthy and safe practices in the working environment
2. methods and ways of working that:
   - support equality and diversity when contributing to the development and maintenance of healthy and safe practices in the working environment
   - are effective when dealing with, and challenging information, documents, systems, structures, procedures and practices that are discriminatory
   - are ethical and adhere to any codes of practice relevant to your work
   - respect other people's ideas, values and principles when contributing to the development and maintenance of healthy and safe practices in the working environment

Legislation and organisational policy and procedures

3. codes of practice and conduct, and standards and guidance relevant to your setting and own and the roles, responsibilities, accountability and duties of **others** when contributing to the development and maintenance of healthy and safe practices in the working environment
4. current local, UK legislation and organisational requirements, procedures and practices for:
   - data protection
   - health and safety
   - risk assessment and management

- employment practices
- protecting individuals from danger, harm and abuse
- making and dealing with complaints and whistle blowing
- multi-disciplinary and multi-agency working
- your responsibility for keeping yourself, individuals and others safe

5. how to access, evaluate and influence organisational and workplace policies, procedures and systems on health, safety and security
6. key government initiatives which affect the organisational practices on health, safety and security
7. how different philosophies, principles, priorities and codes of practice can affect inter-agency and partnership working

Theory and practice

8. how and where to access literature, information and support to inform your practice when developing and maintaining healthy and safe practices in the working environment
9. a current knowledge of the literature related to best practice in health, safety and security
10. a current knowledge of government reports, inquiries and research for health, safety and security in your working environment
11. theories of:
    - stress and how it can affect behaviour
    - health and safety
    - risk assessment and management
    - dealing with violence and aggression
12. methods of multi-disciplinary and multi-organisational working
13. physical and mental health conditions you are likely to have to deal with in your work with individuals, families, carers, groups and communities that might affect health, safety and security policies, procedures and practices
14. methods of supporting individuals, key people and others to assess and manage risks to their health and well-being
15. methods of supporting staff to work with individuals, key people and others to comply with legal and organisational health, safety and security requirements, policies, procedures and practices
16. methods for evaluating and developing health, safety and security policies, procedures and practices
17. how to monitor and promote health, safety and security
18. how to model good practice relating to health, safety and security
19. the use of evidence, fact and knowledge based opinions in records and reports and why it is important to differentiate between these and make clear the source of evidence to readers
20. recording and reporting requirements for monitoring health, safety and security (including non-compliance) and for accidents and emergencies