

SCDHSC0042

Lead practice for health and safety in the work setting



Overview

This standard identifies the requirements when leading practice for health and safety in settings where children, young people or adults are cared for or supported. This includes monitoring compliance with health, safety and security regulations and requirements, contributing to the development of systems to manage risk to yourself and other people, and continuously improving health, safety and security policies, procedures and practices.

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Performance criteria

You must be able to:

Maintain compliance with health, safety and security requirements

- P1 ensure the people with whom you work are aware of legal and work setting **policies, procedures** and **practices** required for health, safety and security relating to their work
- P2 monitor health, safety and security policies, procedures and practices
- P3 act as a role model in adhering to health, safety and security requirements
- P4 take appropriate action where health, safety and security requirements are not being adhered to
- P5 challenge working practices that are unsafe and unhealthy
- P6 report working practices that are unsafe and unhealthy
- P7 work with others to identify, assess, minimise and manage potential **risks** and hazards in the working environment
- P8 ensure that you and the people with whom you work use **approved methods and procedures** when carrying out potentially hazardous work activities
- P9 take appropriate action where there is the likelihood of an **accident** or injury
- P10 take appropriate and immediate action to manage **emergencies**
- P11 complete records and reports on health, safety and security issues, practices and **incidents**, within confidentiality agreements and according to legal and work setting requirements

Work in partnership to manage risk to personal safety

You must be able to:

- P12 work in partnership to assess and manage risks to **individuals** that may arise from their own actions or those of other people
- P13 ensure that you and the people with whom you work are aware of their responsibilities and follow risk management policies, systems, procedures and practices
- P14 monitor policies, systems, procedures and practices to identify if improvements are needed to risk assessments relating to individuals, **key people** and **others**
- P15 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
- P16 contribute to managing policies, systems, procedures and practices relating to physical intervention and its use
- P17 encourage individuals, key people and others to give feedback on risk management policies, systems, procedures and practices

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- P18 support individuals, key people and others to indicate where and how improvements could be made to risk management

Work in partnership to develop health, safety and security policies, procedures and practices

You must be able to:

- P19 work in partnership to plan, monitor and review policies, systems, procedures and practices **designed to promote people's health, safety and security**
- P20 encourage individuals, key people and others to give feedback on health, safety and security policies, procedures and practices
- P21 support individuals, key people and others to indicate where and how improvement could be made
- P22 work in partnership to review and evaluate the policies, procedures and practices
- P23 identify areas of policy and practice that need improvement in order to ensure safety, security and protection
- P24 provide records and reports on your contribution to the development of health, safety and security policies, procedures and practices, in accordance with legal and work setting requirements

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Knowledge and understanding

You need to know and understand:

Rights

- K1 legal and work setting requirements on equality, diversity, discrimination and rights
- K2 your role in promoting individuals' rights, choices, wellbeing and active participation
- K3 the rights that individuals have to make complaints and be supported to do so
- K4 conflicts and dilemmas that may arise in relation to rights and how to address them

Your practice

You need to know and understand:

- K5 legislation, statutory codes, standards, frameworks and guidance relevant to your work, your work setting and the content of this standard
- K6 your own background, experiences and beliefs that may have an impact on your practice
- K7 your own roles, responsibilities and accountabilities with their limits and boundaries
- K8 the roles, responsibilities and accountabilities of others with whom you work
- K9 how to access and work to procedures and agreed ways of working
- K10 how your power and influence as a worker can impact on relationships
- K11 how to work in partnership with individuals, key people and others
- K12 how to manage ethical conflicts and dilemmas in your work
- K13 how to challenge poor practice
- K14 how and when to seek support in situations beyond your experience and expertise

Personal and professional development

You need to know and understand:

- K15 principles of reflective practice and why it is important
- K16 your role in developing the professional knowledge and practice of others
- K17 regulation requirements for the workforce

Health and Safety

You need to know and understand:

- K18 legal and statutory requirements for health and safety

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- K19 your work setting policies and practices for monitoring and maintaining health, safety and security in the work environment
- K20 practices for the prevention and control of infection in the context of this standard

Safe-guarding

You need to know and understand:

- K21 legislation and national policy relating to the safe-guarding and protection of children, young people and adults
- K22 indicators of potential harm or abuse
- K23 how and when to report any concerns about abuse, poor or discriminatory practice, resources or operational difficulties
- K24 what to do if you have reported concerns but no action is taken to address them

Multi-disciplinary working

You need to know and understand:

- K25 the purpose of working with other professionals and agencies
- K26 the remit and responsibilities of other professionals and agencies involved in multi-disciplinary work

Handling information

You need to know and understand:

- K27 legal requirements, policies and procedures for the security and confidentiality of information
- K28 legal and work setting requirements for recording information and producing reports
- K29 principles of confidentiality and when to pass on otherwise confidential information
- K30 how to record written information with accuracy, clarity, relevance and an appropriate level of detail
- K31 how and where ICT can and should be used for communicating, recording and reporting

Leading practice

You need to know and understand:

- K32 theories about leadership
- K33 standards of practice, service standards and guidance relating to the work setting
- K34 national and local initiatives to promote the well-being of individuals
- K35 lessons learned from government reports, research and inquiries into serious failures of health or social care practice and from successful interventions
- K36 methods of supporting others to work with and support individuals,

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key people and others

K37 how to contribute to the development of systems, practices, policies and procedures

K38 techniques for problem solving and innovative thinking

You need to know and understand:

Risk management

K39 principles of risk assessment and risk management

K40 principles of positive risk-taking

Specific to this NOS

You need to know and understand:

K41 legislation and work setting procedures to prevent and control infection

K42 aspects of your own health and hygiene and that of team members that can help prevent the spread of infection

K43 legislation and work setting requirements for dealing with incidents and emergencies

K44 different kinds of incidents and emergencies that may arise in your work setting

K45 your responsibility for keeping yourself and others safe within your work role and environment

K46 additional hazards to consider when working alone

K47 how to take responsibility for your own health and wellbeing

K48 practices for safe moving and handling

K49 approved methods and procedures for potentially hazardous activities you undertake at work

K50 national and local guidance on falls prevention and factors that impact on falls

Additional Information

Scope/range related to performance criteria

The details in this field are explanatory statements of scope and/or examples of possible contexts in which the NOS may apply; they are not to be regarded as range statements required for achievement of the NOS.

An **accident** may be a major or minor incident that is unforeseen and causes injury; accidents may be due to falls; hazards in the environment; illness; disability; weaknesses; sensory and cognitive impairment; frailty

Approved methods and procedures may include methods and procedures that have been set down in legislation, set by the employer, identified in risk assessments and/or set down by the producers of items, materials or equipment

Emergencies are occurrences that present immediate and threatening danger to people, goods and/or the environment; they may relate to fire, security, serious accidents, minor accidents or first aid

Incidents require immediate attention to avoid possible danger and harm to people, goods and/or the environment. They may include intruders; chemical spillages; lost keys, purses etc, missing individuals; individuals locked out; contamination risk; aggressive and dangerous encounters; bomb scares

The **individual** is the person you support or care for in your work

Key people are those who are important to an individual and can make a difference to his or her well-being. Key people may include family, friends, carers and others with whom the individual has a supportive relationship

Others are your colleagues and other professionals whose work contributes to the individual's well-being and who enable you to carry out your role

Policies and procedures are formally agreed and binding ways of working that apply in many settings. Where policies and procedures do not exist, the term includes other agreed ways of working.

Practices may include activities, procedures, use of materials or equipment, working techniques

Policies etc **designed to promote people's health, safety and security** may include those designed to identify, assess and reduce stress and risk of danger, harm and abuse to individuals, key people, yourself and others. Harm and abuse may include neglect; physical, financial, emotional and sexual abuse; bullying; self harm; reckless behaviour

A **risk** takes account of the likelihood of a hazard occurring and may include the possibility of danger, damage or destruction to the environment and goods; the possibility of injury and harm to people, self-harm, bullying, abuse, reckless behaviour

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Scope/range relating to knowledge and understanding

All knowledge statements must be applied in the context of this standard.

Values

Adherence to codes of practice or conduct where applicable to your role and the principles and values that underpin your work setting, including the rights of children, young people and adults. These include the rights:

- To be treated as an individual
- To be treated equally and not be discriminated against
- To be respected
- To have privacy
- To be treated in a dignified way
- To be protected from danger and harm
- To be supported and cared for in a way that meets their needs, takes account of their choices and also protects them
- To communicate using their preferred methods of communication and language
- To access information about themselves

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