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N.B: We are aware that official practice is to use the terms “service users” or “people using this service” to describe those receiving care. We prefer the term “client” and use it throughout our training package.

Key:



worksheet



important



example

Learning outcomes.

- An understanding of how substances can harm health.
- An understanding of exposure.
- An understanding of exposure skills necessary to conduct COSHH risk assessments.
- Greater understanding of practical control measures and safe systems of work.
- An understanding of COSHH and the law.

Fundamental standards.

The fundamental standards are the standards by which CQC will inspect social care. The standards are based on the regulations from the Care Act 2014 and CQC have changed the focus for the purposes of inspection.

The fundamental standards are those standards that no care setting must fall below.

The standards are based on five areas as follows:

Safe.	People are protected from abuse and avoidable harm.
Effective.	People's care, treatment and support show quality of life and promote good outcomes, and providers should show evidence to prove it.
Caring.	Care should be person centred involving dignity and respect, and compassion.
Responsive.	Following correct working procedures as agreed by your workplace and as set out in the client's care plan.
Well led.	Management leadership and governance should ensure all of the above happens. Staff training should be recognised and openness and fairness be apparent.

These areas are known as key lines of enquiry or KLOES. Each KLOE has a set of criteria which CQC use to check whether the fundamental standards are being met.

The fundamental standards are as follows:

Person centred care. Ensuring that those receiving the care are at the centre of all decisions.

Dignity and respect. Providing the client with dignity and respect in all aspects of their care.

Need for consent. Asking the client's permission before carrying out tasks that affect them.

Safe care and treatment. Following correct working procedures as agreed by your workplace and the client's care plan.

Safeguarding service users from abuse. Following agreed working and safeguarding procedures and being aware of signs and symptoms.

Meeting nutritional needs. Being aware of dietary needs, working with the care plan, ensuring clients have the right equipment and conditions to eat.

Cleanliness, safety and suitability of premises and equipment. Carrying out required checks of premises and equipment, implementing cleaning rotas and carrying out safety checks.

Receiving and acting on complaints. Having a complaints policy and procedure in place that is accessible to all and act in accordance with the policy when dealing with complaints.

Good governance. Ensuring that all aspects of the workplace is overseen and policies and procedures are implemented and monitored regularly.

Staffing. Fit and proper persons employed.
Fit and proper person requirement for Directors is followed.

Duty of candour. Relevant information must be volunteered to all persons who have or may have been harmed by the provision of services, whether or not the information has been requested and whether or not a complaint or a report about that provision has been made.

Our Redcrier manuals will provide your staff with training to support attainment of the fundamental standards.

Unit One

Legislation.

Every year, thousands of workers are made ill by hazardous substances, contracting lung disease such as asthma, cancer and skin disease such as dermatitis. These diseases cost many millions of pounds each year to:

- Industry to replace the trained worker.
- Society in disability allowances and medicines.
- Individuals who may lose their jobs.

The law states that employers should control hazardous substances so they do not cause ill health.

Many substances used or created at work can cause harm to people in the workplace. Chemicals, micro organisms, dusts, gases or fumes, for example, may cause allergy, infection or be poisonous. If contact with all of these potentially harmful substances is controlled the risk of them causing harm is reduced.

Your employer must carry out COSHH risk assessments. See Unit Two for more detail on how to identify potential hazards and put in place control measures. These measures should then be used to create the procedures you use to carry out your employment safely.

As an employee you must follow these procedures in your workplace and wear any personal protective equipment (PPE) provided for you eg. gloves, aprons, face masks etc.

Health & Safety at Work Act 1974.

This is the primary piece of legislation covering the health and safety of those within the UK workplace. The legislation covers not only those employed but also the general public who may be visiting a place of work. The Act lays down responsibilities for all within the workplace with specific duties for employers and employees.

The Act is an “enabling Act” which means it forms the basis for further legislation to be created in order to support it. These supporting pieces of legislation are often referred to as Regulations. These Regulations relate to specific needs and requirements not contained within the Health & Safety at Work Act, but gain their legal authority from the Act. Some of these regulations are industry specific, but many apply to all work activities.

Failing to comply.

Penalties for offences under the Health & Safety Act range from a maximum of 6 months



imprisonment and or a maximum fine of £20,000 if prosecuted in a Magistrates Court. Offences heard in a Crown Court can result in 2 years imprisonment and or an unlimited fine.

The Management of Health and Safety at Work Regulations 1999 (MH&SWR).

These regulations apply to all work place activities. The MH & SWR imposes specific responsibilities and duties on the employer to ensure the safety of its employees. The employer should carry out a risk assessment, including COSHH assessments, where a hazard has been identified.

The Control of Substances Hazardous to Health Regulations 2002. (COSHH).

The COSHH regulations provide the legal framework to protect the health and safety of those who may come into contact with substances which may be harmful. Employers have a legal responsibility to ensure employees are protected and that others, "so far as is reasonably practicable" are also protected. Failure to comply with the COSHH regulations constitutes an offence under the Health and Safety Act; which could result in imprisonment.

COSHH comprises of 21 individual regulations supported by 10 Schedules and 1 Appendix.

It defines a substance as:

"A natural or artificial substance whether in solid or liquid form or in the form of a gas or vapour including micro organisms."

A substance which is hazardous to health is defined by the Health & Safety Executive as:

"A substance or preparation (mixture) with the potential to cause harm if they are inhaled, ingested, or come into contact, or are absorbed through the skin."

The employer's key duties with regard to COSHH are as follows:

- Assess the risk to employees and others from exposure to hazardous substances at work.
- Introduce appropriate precautions to prevent or control the risk that has been identified.
- Ensure the precautions are used, equipment is properly maintained and procedures are followed.
- Where necessary, monitor the exposure to the employees and undertake health surveillance.
- Inform, instruct and train employees about the risks and precautions to be taken.

The list of potential substances which may be harmful includes:

- Chemicals.
- Products containing chemicals.



- Fumes.
- Dusts.
- Vapours.
- Mists.
- Nanotechnology.*
- Gases and asphyxiating gases.
- Biological agents.
- Germs that cause disease.

* Nanotechnology is the study, and application, of extremely small things which can be used across a number of applications including health care. The term is likely to be used more for medicines and health care products are created to act with your client's bodies at the molecular level. The subject is very exciting as it will, theoretically, provide targeted person centred care. At the time of writing many of these advances are not available, but you should be aware of the subject as it is becoming used more. A cautious approach is advised when using products that claim to use "nano" particles, materials, or technologies. More information on this, and how it may affect you, can be found at www.hse.gov.uk/nanotechnology/what.htm.

Chemicals (Hazard information and packaging for supply) Regulations 2009.

These regulations are also known as CHIP regulations and control classification, data safety sheets, packaging, labelling and consumer protection measures.

Chemical classification helps us to identify how the chemicals we use can harm us, the environment and provides the information needed. Packaging and labelling ensures that the chemicals are handled and used in a safe way. Data safety sheets form the basis of the risk assessments that we need to carry out before using a chemical. They do not replace the need for the risk assessment.

Sharp instruments in healthcare regulations 2013.

These regulations relate to provisions that use sharps. The main points of the regulations are as follows:

- The use of sharps should be avoided where other instruments can be used.
- Where sharps cannot be avoided use safe sharps. These are sharps that incorporate features or mechanisms to prevent or minimise accidental injury.
- Ensure recapping of sharps does not occur. Again some safe sharps prevent this from happening.
- Ensure suitable clinical waste procedures are followed including the use of sharps containers.
- Ensure staff have training and information on the safe use of sharps.
- Provide access to occupational health advice and immunisations where appropriate.
- Provide clear procedures on how to deal with sharps injuries.



C.O.S.H.H.

Control Of Substances Hazardous to Health



Be sure you can read all labels and follow instructions for use.



Use the protective clothing provided.



Do not mix chemicals: mixing chemicals can kill.



Never put chemicals into unmarked containers.



Never put chemicals into bottles or containers with other uses, i.e. eating and drinking.



Be sure you know the first aid treatment required if you accidentally spill chemicals on yourself or others.



All chemicals must be stored safely.



Report any faulty equipment, spillage or damaged containers.



Always follow the rules: develop safe working practices around your workplace.



If you find anything wrong REPORT IT.

Safety is a legitimate personal expectation and a constant individual responsibility.

Every member of staff should be able to go home at the end of the working day without having suffered or caused harm in any way.

