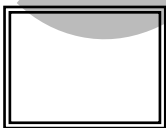


Contents

Index.	Page 2
Learning outcomes.	Page 3
Fundamental standards.	Pages 3 - 4
Unit One.	Pages 5 - 10
<i>Legislation.</i>	
Unit One Exercises.	Pages 5 / 8 / 10
Unit Two.	Pages 11 - 16
<i>Accidents and their prevention.</i>	
Unit Two Exercises.	Pages 12 / 16
Unit Three.	Pages 17 - 24
<i>Occupational health.</i>	
Unit Three Exercises.	Pages 19 / 23
Unit Four.	Pages 25 - 31
<i>Substances and equipment used at work.</i>	
Unit Four Exercises.	Pages 25 / 27 / 30
Unit Five.	Pages 32 - 37
<i>Fire safety.</i>	
Unit Five Exercises.	Pages 32 / 33 / 35 / 37
Unit Six.	Pages 38 - 42
<i>Manual handling.</i>	
Unit Six Exercises.	Page 42

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

Health and Safety

Learning outcomes.

- Understand their own responsibilities and the responsibilities of others for health and safety at work.
- Understand the use of risk assessments for health and safety purposes.
- Understand how to respond to accidents and sudden illnesses.
- Be aware of how to move and handle equipment and other objects safely.
- Be aware of how to handle hazardous substances and materials.
- Understand how to promote fire safety in a care setting.

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.

Health and Safety

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.

Health and Safety

Unit One

Legislation.

The aim of this manual is to increase your awareness of health and safety issues in your workplace with a particular emphasis on your personal responsibilities. Working in other peoples homes can present hazards which may not occur in a formal workplace such as loose rugs, spills that have not been cleaned up and the placement of furniture. It is known that a significant number of care workers suffer injuries and illness from manual handling; slips, trips and falls, and stress each year.

It is your employers responsibility to ensure that your work environment has been risk assessed various pieces of legislation set out legal responsibilities and the penalties for failing to meet them.

Complete the table below with what you think your legal duties are and those of your employers / managers.

Area of health and safety	Employees duties	Employers duties
Assessing safety		
Policies and procedures		
Risk Assessments		
Fire Safety		
Hazardous substances		
First Aid / accident prevention		
PPE		

The Health and Safety at Work (etc) Act 1974.

The Health and Safety at Work etc Act is a framework Act that paved the way for more specific pieces of legislation to improve standards of safety in all types of workplace. The act covers employers, employees, the self employed and owners of premises.



Health and Safety

Employers' duties.

Employers must ensure that the health, safety and welfare of employees are protected, so far as is reasonably practicable. In particular they must:

- Provide and maintain equipment and work systems which are safe and healthy.
- Deal with substances, such as chemicals, safely.
- Provide information, instruction, training and supervision.
- Maintain safe and healthy workplaces with the necessary facilities.
- Provide a health and safety policy statement when employing five or more people.

They must also ensure that workplaces and work activities do not put visitors, members of the public and others at unnecessary risk.

Employees' duties.

You also have legal duties, you must:

- Take care of your own health and safety at work.
- Take care of the health and safety of others.
- Co-operate with your employer.

To meet your legal obligation to take care of your own health and safety and that of others you must report potential risks as soon as you are aware of them. If you notice damage to equipment or a spillage or are worried about the health effects of working practices you should report your observations and concerns to the appropriate person; this may be your line manager, a health and safety representative or a person employed to maintain premises and equipment.

In the case of a spillage or other incident causing an imminent risk of accident you should take steps to make the area safe before reporting it.

Management of Health and Safety at Work Regulations 1999.

Employers, managers and supervisors must undertake a range of tasks including:

- Carrying out risk assessments.
- Making arrangements for the planning, organisation, control, monitoring, and review of health and safety measures.
- Appointing a competent person or persons to assist with health and safety.
- Establishing emergency procedures.



Health and Safety

- Providing health and safety information and training.
- Monitoring and managing occupational health issues.

There are two types of law relating to health and safety legislation:

Criminal law.

If an offence is committed those responsible can be arrested and prosecuted. Punishments include fines and, in serious cases, imprisonment.

Civil law.

Employers have a duty of care for the health and safety of workers, clients and visitors. If an individual suffers injury or illness as a result of an employer's neglect or negligence they can sue for damages.

Enforcement:

In your workplace the law can be enforced by 2 agencies:

1. Environmental Health Officers (EHOs) .
2. Health and Safety Executive (HSE).

In the event of, for example, a fatal accident the police and HSE inspectors would carry out investigations into the cause.

Traditionally EHOs and the HSE have a mainly advisory role, supporting businesses to comply with health and safety legislation they also have a focus on enforcement.

Their powers when visiting your premises include the right to:

- Enter – at any reasonable time, as work activities take place 24 hours a day in most care settings they could visit at any hour.
- Dismantle equipment e.g. hoists, dishwashers.
- Take samples e.g. of food.
- Ask questions.
- Seize articles.

Health and Safety

If they believe dangers exist they can:

- Issue advice.
- Serve improvement notices requiring action to be taken in a specified period of time.
- Serve prohibition notices; work must cease until action is taken.
- Commence prosecution.

Where would you find information about safe working practices in your workplace?

Who regulates health and social care?

Health and social care are devolved matters and there are different regulators in England, Scotland and Wales. The powers, roles, remits and ways of working of each of these regulators are all different.

Regulators in England:

As a care provider your workplace may be inspected by the Care Quality Commission (CQC). The CQC are responsible for ensuring that care is provided in a safe environment, using safe equipment in a way that adequately reduces any risks to the health and wellbeing of clients.

Regulators in Scotland:

The Care Inspectorate regulates and inspects care in Scotland. They ensure services safeguard people and make a positive impact on people's lives, based on their needs and rights of choice. They make sure services are managed and well led.

Regulators in Wales:

In Wales the Care and Social Services Inspectorate Wales (CSSIW) regulates social care, early years services and Local Authority care support services. Regulation includes registration, inspection, responding to concerns about regulated services, compliance support and enforcement.

Health and Safety Executive (HSE):

HSE is the national independent regulator for health and safety in the workplace and works in partnership with other regulators to inspect, investigate and where necessary take enforcement action where there is an indication that a breach of health and safety law was a probable cause, or a significant contributory factor, of a client death or serious injury.

The Fundamental Standards set out certain requirements for care providers that the various regulatory bodies use to evaluate and control. The regulators set out their expectations in guidance about compliance:

Regulation 15: Premises and equipment.

All premises and equipment used by the client must be:

- Clean.
- Secure.
- Suitable for the purpose for which they are being used. Properly used.
- Properly maintained.
- Appropriately located for the purpose for which they are being used.

The registered person must, in relation to such premises and equipment, maintain standards of hygiene appropriate for the purposes for which they are being used.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R) 1995.

Specific accidents, near misses and incidents of ill health must be reported, causes investigated and correct action taken.

Managers must report:

- Accidental deaths.
- Injury resulting in absence from work of over seven days.
- Member of the public needing hospital treatment immediately, this would include a client.
- Any type of injury / dangerous occurrence or disease specified by law.

For a full list and details of how and when to report go to www.hse.gov.uk/riddor

Health and Safety

Advice.

You should be able to get advice and support on health and safety issues from your line manager or employer. In your workplace there should be a health and safety poster outlining legal duties; telling you who has specific responsibilities for first aid and fire; and directing you to other official sources of guidance.

You will also be able to read your employer's policies and procedures for safe working which you should have been made aware of as part of your induction when you started work.

Who would you go to for advice about a health and safety concern in your workplace?