



Gofal Cymdeithasol **Cymru**
Social Care **Wales**

All Wales induction framework for health and social care: **Workbook seven**

Health and safety in health and social care

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Lywodraeth Cymru
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All Wales Induction Framework for Health and Social Care workbook 7: Health and safety in health and social care

This workbook will help you to explore the legal requirements for health and safety in a health and social care setting and know what your and your employer's responsibilities are, for maintaining safety at work. You can use the completed workbook activities as evidence towards achievement of the All Wales Induction Framework for Health and Social Care (Induction Framework). It can also be counted towards the qualification that you will need to complete later for your practice.

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7.1 Health and safety in the workplace

As a health or social care worker you are responsible for taking reasonable care of yourself and others in the **workplace**. Whilst your **employer** has certain legal responsibilities to ensure you and the individuals you work with and support are protected from harm, you also have a role to play. Health and safety is everyone's responsibility.

Learning activity

In the grid below outline the relevant health and safety legislation and /or the responsibilities of employers and workers in health and social care. (There may not be specific legislation for all of the areas of the grid. Where none exists, just outline the responsibilities of employers and workers).

| Area | Legislation | Responsibilities of employers | Responsibilities of workers |
|---------------------------|-------------|-------------------------------|-----------------------------|
| General health and safety | | | |
| Risk assessment | | | |
| Fire safety | | | |
| Moving and handling | | | |
| Moving and positioning | | | |
| Emergency first aid | | | |

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|----------------------------------|--|--|--|
| Infection prevention and control | | | |
| Food safety | | | |
| Hazardous substances | | | |
| Security in the work setting | | | |
| Managing stress | | | |

7.2 Risk assessments for health and safety

Assessing risk is an integral part of maintaining health and safety within the workplace and for ensuring the well-being and protection of individuals and others.

Learning activity

You have recently been employed as a care worker supporting an individual in their own home. You have been shadowing another member of staff, Stacey.

One of your calls is to Mrs Pearce, to assist her with her morning routine including bathing and getting dressed. Mrs Pearce needs to use a hoist to help her in the bathroom, you have not yet received any training on moving and positioning. Stacey tells you, not to worry about this, she will show you what to do as you are going along.

Whilst supporting Mrs Pearce to get into the hoist, she loses balance and falls and bangs her head. Stacey makes sure that she is ok and tells you that she will report it to the office later but you notice that she does not record in the log.

Workbook notes

1. What action would you take?
2. What should Stacey have done differently?
3. What should you have done when Stacey asked you to help Mrs Pearce to move using the hoist?

It is important that the workplace is kept as safe as possible both for yourself and the individual. This would include carrying out risk assessments both formal and on a day to day basis. There are different types of accident, incidents, emergencies and health and safety hazards.

Learning activity

Give three examples each of the types of accidents, incidents, emergencies and hazards that may occur in the workplace.

| Accidents | Incidents | Emergencies | Hazards |
|-----------|-----------|-------------|---------|
| | | | |
| | | | |
| | | | |

What are the important actions you should undertake when you identify a hazard in the workplace?

Workbook notes

Health and safety risk assessments are carried out for any activities or tasks that may have hazards associated with them. There would be a formal risk assessment for supporting Mrs. Pearce to move using a hoist. You will be expected to know about and follow all of the written risk assessments in your work setting. You will also be expected to carry out informal risk assessments throughout your working day. E.g. you would always look out for tripping hazards such as clutter or loose floor coverings in rooms.

Give three other examples of health and safety risk assessments that would be carried out in the workplace.

Workbook notes

The Health and Safety Executive is the national independent watchdog for work-related health, safety and illness. It acts in the public interest to reduce work-related death and serious injury across workplaces in Great Britain. On risk assessments it says:

‘When considering the care needs of an individual, everyday activities are often identified that will benefit their lives, but also put them at some level of risk. This requires a balanced decision to be made between the needs, freedom and dignity of the individual and their safety – with the aim of enabling them to live fulfilled lives safely rather than providing reasons for restricting them.’¹

Learning activity

Talk to your manager about the things that need to be taken into account when assessing and managing risk in working with individuals and the procedures that you must follow. If you are not yet employed, leave this space blank and come back to it later.

Workbook notes

¹ Health and Safety in Care Homes | Health and Safety Executive 2014

7.3 Fire Safety

A fire is a very serious hazard. As a health or social care worker you need to know what to do to prevent fires from happening and what to do in the event of a fire. Organisations have specific procedures to follow for fire prevention and protection. You should be trained in these. It is important you are aware of your and your employer's responsibilities in relation to fire safety.

Learning activity

You have recently started supporting Gwyn who is a heavy smoker. Due to a recent stroke he has limited mobility and dexterity. On a visit you notice cigarette ash on his clothes and scorch marks on the arms of his chair. His room tends to be very cluttered and there is always a stack of newspapers by his chair.

Workbook notes

1. What do you think the risks are here?
2. Who could provide additional support or advice to help keep Gwyn safe?
3. What could you do to help Gwyn understand the risks?
4. What practical things could Gwyn be helped with to reduce the risks?
5. Who would you inform about your concerns and how would you do this?

Learning activity

In the space below make a note of the key legislation that relates to fire safety and summarise the responsibility that you and your employer have in relation to this.

| Legislation | Own responsibility | Employer responsibility |
|-------------|--------------------|-------------------------|
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7.4 Moving and handling and moving and positioning

Moving and handling is a key part of the working day for most employees from carrying heavy bags of shopping for someone to moving equipment. Your role might also involve moving and positioning people, just like the case study for Mrs. Pearce.

Learning activity

Describe what the following terms mean

| | |
|------------------------|--|
| Moving and handling | |
| Moving and positioning | |

Poor moving and handling / positioning practice can lead to

- back pain and musculoskeletal disorders, which can lead to inability to work
- moving and handling accidents – which can injure both the person being moved and the employee
- discomfort and a lack of dignity for the person being moved.

It is important you know about safe moving and handling / positioning so you don't hurt yourself or an individual you are assisting.

There is specific training you need to undertake before you support individuals in moving or positioning or activities involving moving or handling, which your employer will arrange.

There are however, some key principles about moving and handling that you need to be aware of at the start of your employment so that you do not put yourselves at risk of injury.

In the space below, outline the key principles of safe manual handling.

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| Workbook notes |
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Learning activity

Ask your manager to record in the space below how they have observed you undertaking safe moving and handling and / or positioning in your day to day work. Have a discussion about what you learnt from the training you have undertaken and how you put into practice the principles and techniques of safe moving and handling / positioning. If you are not yet employed, leave this space blank and come back to it later.

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| Workbook notes |
| Manager feedback |

Learning activity

Dafydd has asked if you could pass him a box of games which is on the top of the wardrobe in his bedroom. He says he had stood on a chair to try to get it himself but could not reach it.

Workbook notes

1. What are the risks involved in this situation?
2. What actions do you take?

7.5 Emergency First Aid

Workers in health and social care would be expected to attend an accredited first aid course to complete this area of learning if it is relevant to their role. Please update your progress log as applicable.

If you have not undertaken training you should not attempt any form of first aid but must seek help immediately.

7.6 Infection prevention and control

Infectious diseases, unlike other diseases such as heart disease and diabetes, can spread from person to person. As with all illnesses, prevention is better than cure. In order to receive safe and effective care, infection control and prevention must be part of everyday practice and be applied consistently by everyone.

Learning activity

- a. Complete the following table to show you understand

- the key differences between bacteria, viruses, fungi and parasites
- the common illnesses / infections they cause
- the potential impact of these on the individuals you work with.

| Routes to infection | Common illnesses / infections | Potential impact |
|---------------------|-------------------------------|------------------|
| Bacteria | | |
| Viruses | | |
| Fungi | | |
| Parasites | | |

b. What is meant by the terms

| | |
|--------------------|---------------------|
| Infection | Colonisation |
| Systemic infection | Localised infection |

c. You are visiting Mr Williams who has been feeling a bit 'off colour' for the last few days. After checking how he was feeling, you assist Mr Williams to go to the toilet, and you notice that the toilet seat is soiled, so you clean this before he uses it. You then support him to take lunchtime medication and then go to prepare lunch.

| |
|---|
| <p>Workbook notes</p> <ol style="list-style-type: none"> 1. What are the potential risks for spread of infection? 2. Outline what would be good hygiene practice in supporting Mr Williams during this visit. 3. What personal protective equipment would you use to prevent the spread of infection and when would you have used it in this instance? |
|---|

d. Hand washing is a crucial part of providing safe care and for the prevention of cross infection.

List the times when handwashing should be carried out.

| |
|---|
| <ul style="list-style-type: none">••••• |
|---|

In the space below, ask your manager to record how they have observed your **hand washing technique**.

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| Manager feedback |
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7.7 Food safety

Food safety training is a legal requirement for individuals involved in the preparation, handling or cooking of food. If your role involves preparing or serving food it is important you keep to the strictest standards of hygiene, particularly when working with vulnerable, frail people.

Learning activity

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| Workbook notes |
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1. Identify some of the food safety hazards that can occur through the preparation, serving, clearing away and storing of food and drink
2. Explain why surfaces, utensils and equipment must be clean for food preparation.
3. What personal protective clothing should you wear when handling food?
4. You work with Ruth who has a mild learning disability. On helping her to develop her weekly shopping list you go into the kitchen to check with her what she needs to buy. Ruth enjoys eating jacket potatoes with lots of different fillings for lunch and you notice on the worktop an opened packet of ham with flies around it, and mouldy cheese. When you ask Ruth to check the fridge to see if she has more in there, as these need to be thrown away, you see that an uncooked chicken that's out of date has leaked a bit on top of her new packet of ham.
 - What are the issues in terms of food hygiene?
 - How could you support Ruth to manage food storage and disposal more safely.
5. Explain what could happen if food safety measures are not followed when providing food and drink for individuals in your/ a work setting.
6. Outline steps that you would need to take to find out about and take account of food allergies.

7.8 Hazardous substances

This section will help you to demonstrate you know how to store, use and dispose of hazardous substances safely.

Learning activity

Workbook notes

1. What do we mean by the term 'hazardous substances' and the 'control of hazardous substances'?
2. List the types of hazardous substances that may be found in the workplace.
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3. Outline in discussion with your manager what the arrangements are for storing, using, dealing with spillages and disposing of hazardous substances in your work setting. Going back to Mr. Williams what hazardous substances would you have needed to dispose of after supporting him in the toilet and how would you do this?

Make some notes of the discussion below.

7.9 Security in the work setting

Good security measures are important to make sure that you and individuals you work with, are safe. Your organisation will have security procedures which you will need to be familiar with to protect yourself and others you work with.

Learning activity

Workbook notes

1. What might be the potential risks to security in the work setting?

2. Some roles will involve lone-working. What are the particular risks for lone workers and how should these be managed?
3. Aggression can be distressing and harmful. List the types of **aggressive behaviour** workers might experience from individuals outside their work setting.
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4. Bethan has just started her shift and she meets an irate visitor in the corridor who is looking for a member of staff to make a complaint about the way his friend is being cared for. He is very angry and starts shouting at Bethan. How should Bethan deal with this situation?
5. If you are already employed, describe some of the security measures that are in place in your work setting.

In the space below, talk to your manager about the ways that you work to ensure security within the workplace. If you are not yet employed, leave this space blank and come back to it later.

Manager feedback

7.10 Managing Stress

Being under pressure is a normal part of life. It can be a positive force that helps us to take action, feel more energised and get things done but it can also be negative if we often feel overwhelmed, under undue pressure and overloaded. Such feelings can affect our wellbeing and cause illness. It is important to recognise stress in our lives and how to manage it if we are experiencing it.

Learning activity

Stress can affect us both emotionally, physically and in the way we behave i.e. our mental health and well-being. List five common signs of stress under each heading.

| How you might feel | How you might be physically affected | How you might behave |
|--------------------|--------------------------------------|----------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

Workbook notes

1. What are the different kinds of situations that can cause stress? List five of them below

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-
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-
-

2. Think about a time when you have been stressed. What did you do to help you deal with it?

3. It's important that you are able to recognise when you feel stressed so you can put things in place to help you manage it.

Managing stress well will reduce the negative effects it can have on your health and wellbeing. Discuss with your manager what support might be available if you are experiencing stress. Make some notes here.

7.11 Workbook reflection

Learning activity

Reflection is an essential part of health and social care practice. In the space below, identify three things that you have learnt from completing this workbook and how you will put this into practice.

Workbook notes

7.12 Policies and procedures

If you are already working for an organisation, your employer will have some policies and procedures that are relevant to this section. In the space below, make a list of these.

Workbook notes

7.13 Practice placement reflection

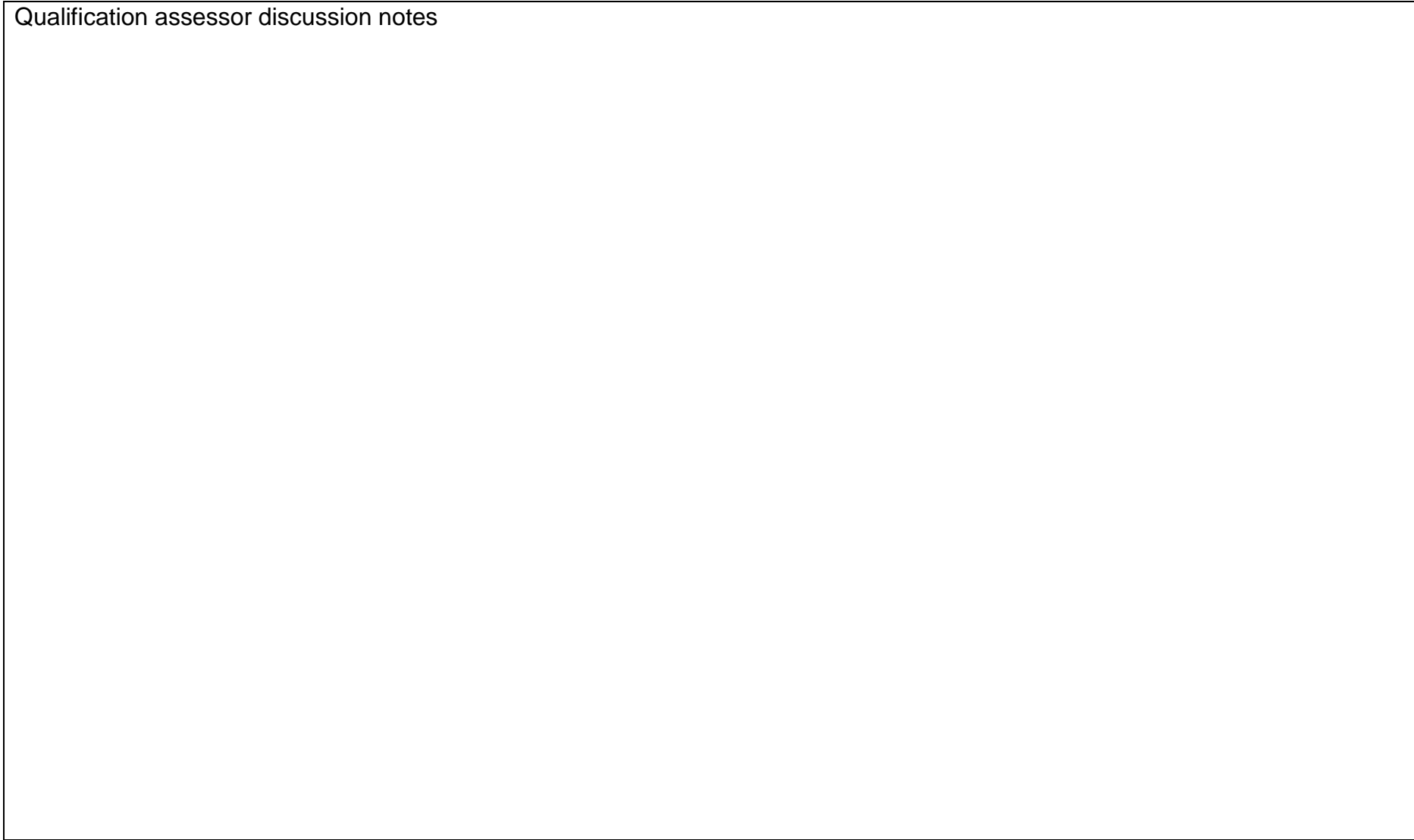
Talk to a manager in your work placement about how you have put health and safety in health and social care into practice. Write a short reflective account and ask the manager to record a summary in the space below.

Workbook notes

Manager feedback

Use the space below to record any discussions between you and your qualifications assessor.

Qualification assessor discussion notes



If evidence from the workbook is being used towards the qualification the assessor must complete the declaration below.

New worker declaration

I confirm that the evidence listed for the workbook is authentic and a true representation of my own work.

Learner signature

Date

Manager declaration

I confirm that the new worker has achieved all the requirements of the workbook with the evidence submitted

Manager signature

Date

Qualification assessor declaration

I confirm that the learner has achieved all the requirements of the workbook with the evidence submitted. Assessment was conducted under the specified conditions and is valid, authentic, reliable, current and sufficient.

Qualification assessor signature

Date