



PROMOTE HEALTH AND SAFETY IN THE WORKPLACE

CONTINUOUS TRAINING PROGRAMME MODULE NINETEEN

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Candidate Name

Assessor



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4 Definitions that make up - CARE

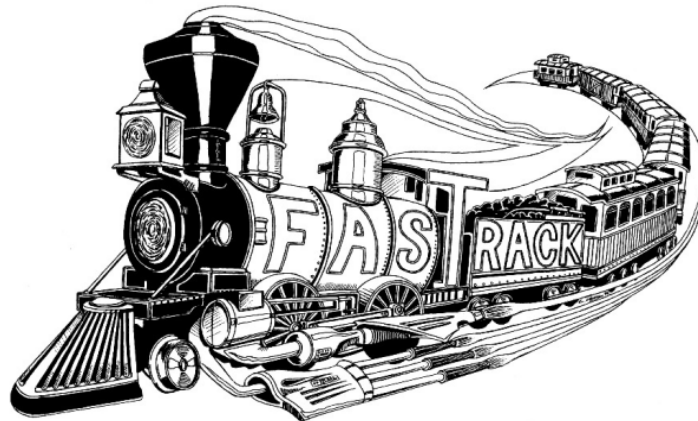
C
Concern for others

A
*Awareness
of their needs*

R
*Respect for
their individuality*

E
*Empathy with their
problems / situations*





The Name of the Game is to Train

FOREWARD

The Jet Continuous Training and Development Modules are designed to Inform, Educate and Probe the Candidates Knowledge and Understanding of the subject matter to confirm their competence on the subject

This Continuous Training Programme Module is designed to help the candidate in several ways.

To aid the understanding of what the criteria is asking for

To give advice and guidance as to what is required

To gain definitions to help the candidate understand the wording that underpins the criteria

To give relevant answers to the Knowledge Specification Questioning

Information has been collected from previous NVQ training which still has validity as specific training needs and is specific to the subject matter.

Each Unit has its own Jet Certification

I wish you well with your training.

John Eaton RMN, RGN, RN (New York) DipRSA D32/33/34/36



*Certificate of
Successful Completion*

of the



*Promote Health and Safety
in the Workplace*

recognises

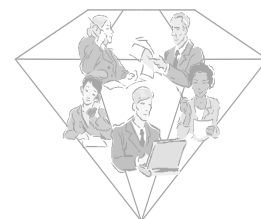
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as having met the

Competence Requirement of this Module

Date

Signature



SKILL FORCE

PROMOTE HEALTH AND SAFETY IN THE WORKPLACE

MONITOR AND MAINTAIN HEALTH, SAFETY AND SECURITY IN THE WORKPLACE

Any visitor, whether a relative, advocate, professional, utilities worker, inspection officer or other coming into the Home needs to be greeted pleasantly and asked who they are and who they wish to see. If there are doubts, the Person in Charge should be involved. Any person who tries to enter the Home in an official capacity must show identification, including a photo where appropriate. A check can be made with the appropriate Authority where there is a doubt about the validity of the identification.

Candidate Understanding	Y <input type="checkbox"/>	N <input type="checkbox"/>	Candidate Initial <input style="width: 100%;" type="text"/>
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Employees have a 'duty of care' to themselves and others which is enshrined in the Health and Safety Act 1974. The employee must be aware of the Homes Health and Safety Policies, and act in accordance with law, organisational policy and good practice.

Candidate Understanding	Y <input type="checkbox"/>	N <input type="checkbox"/>	Candidate Initial <input style="width: 100%;" type="text"/>
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Each activity has a risk to it. The employer and employee must prior to any activity, carry out a risk assessment on the work involved. Some activities carry written risk assessments and some will be verbal and/or thought processes. Whichever form is used any risk must be minimised.

Candidate Understanding	Y <input type="checkbox"/>	N <input type="checkbox"/>	Candidate Initial <input style="width: 100%;" type="text"/>
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When carrying out a process or activity, any hazards are accounted for and analysed. If there are any then they will be removed from the area, and the area made safe prior to the process or activity taking place.

Candidate Understanding	Y <input type="checkbox"/>	N <input type="checkbox"/>	Candidate Initial <input style="width: 100%;" type="text"/>
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All equipment and materials must be used in the proper manner. All rules and guidelines must be carried out in full. All activities should meet legal and organisational requirements. Safety is

Candidate Understanding	Y <input type="checkbox"/>	N <input type="checkbox"/>	Candidate Initial <input style="width: 100%;" type="text"/>
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paramount and using any equipment or material must be done or handled correctly.

Candidate	Y	N	Candidate Initial
Understanding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

All equipment and materials must be stored safely and securely when not in use.

Candidate	Y	N	Candidate Initial
Understanding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Any waste or spillage must be disposed of, cleaned or wiped away immediately in a manner that is safe for the individuals and clients.

Candidate	Y	N	Candidate Initial
Understanding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Any Health and Safety risk should be dealt with without delay. The actions to minimise risk must be appropriate to the situation, i.e. areas that need cleaning, should be cleaned, areas that need securing, should be secure, emotional tensions should be defused.

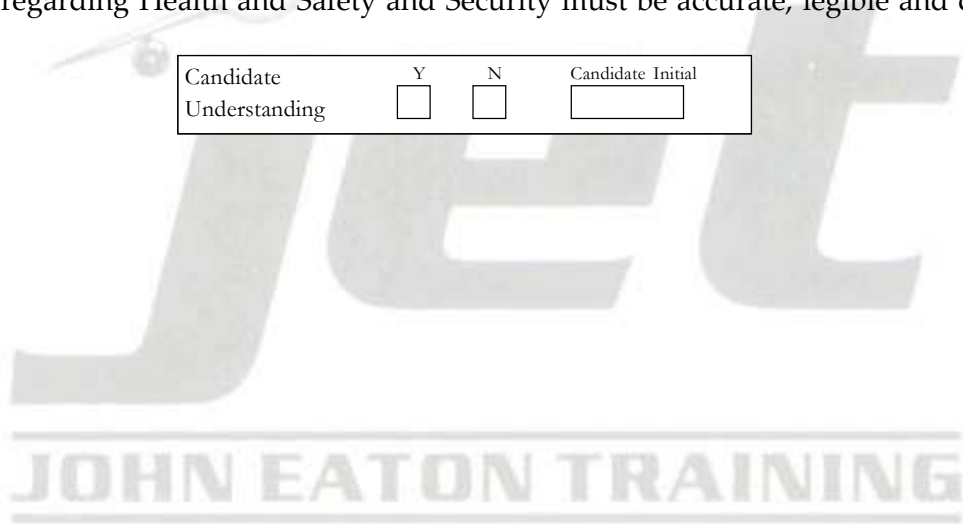
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Understanding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Emergency procedure should be enacted without delay, eg. Fire procedures or bomb scare must reflect the urgency and the building evacuated, and accidents must be dealt with immediately.

Candidate	Y	N	Candidate Initial
Understanding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

All records regarding Health and Safety and Security must be accurate, legible and complete.

Candidate	Y	N	Candidate Initial
Understanding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>



Trainee Signed	Date
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Candidate Name:

2a. Materials

What would you do if bleach was accidentally spilled into someone's face:

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Trainee Signed Date

Assessor Initial Competent Y [] N [] Date

Candidate Name: _____

3a. *Appropriate Action*

Oil has been spilt on the vinyl floor around you, what would you do, what materials would you use to remove the oil:

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Candidate Name:

3b. Appropriate Action

What is the first action you would do if a fire broke out in the Home:

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ALTERNATIVE STATEMENTS

A CARER SHOULD UNDERSTAND THE FOLLOWING

One of the four answers below is correct

- 1
- Mr Smith says he is an Inspection Officer so I let him into the Home
 - He gave me an identification card, but it did not have a photo on it
 - She gave me an identification card with a photo, but it did not look much like her but then nor does my passport photo
 - I was not satisfied with the identification, so I telephoned their department to confirm their status and authority
- 2
- I saw some water on the vinyl floor and wondered why the chef had not mopped it up
 - It is the Home's responsibility for making sure that the Health and Safety rules are implemented
 - It is the employee's responsibility to ensure Health and Safety in the workplace
 - Both the Home and the employee have responsibilities for Health and Safety
- 3
- After the Shift change, I go straight to the clients and bath them
 - Each client has a risk assessment for Moving and Handling, and I refer to this before taking any action
 - The risk assessment refers to me and not the client
 - I like to think that I am strong enough to lift heavy objects, it keeps me fit and strong
- 4
- When I move or handle an object, I ensure that the area is clear and there is nothing to cause me to fall
 - I am used to clutter so I take full responsibility for my actions
 - As long as there is enough room for me to get through, that is as safe as it is needed to be
 - I normally clear the area after I have completed the manoeuvre
- 5
- For speed, I normally turn the electricity on before I put the plug in
 - I always unplug the T.V. each night prior to going to bed
 - I'm a devil for forgetting to put the top on the petrol can
 - I usually leave the ladder in the corridor where I can get at it quickly
- 6
- I always put the ladder away, but it is not always safe
 - After use, I chain the ladder to the wall, as if it fell over, it could hurt someone
 - I always put the chemicals away and usually lock the door for safety
 - There are times when I have not finished a job, that I leave materials where I can quickly get them the next day

Trainee Signed	Date	
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- 7 We have a client that when a sign states 'Wet Floor', they do just that
- It is not my job to clean up after others
- Any spillage or waste is a potential hazard and would need to be acted on immediately
- Once I have mopped a floor, it takes a while to dry, if anyone falls as a result it is their fault and not mine

- 8 When I mop the floor, I put several 'Wet Floor' signs up which alert others to the possible dangers
- If there is water on the floor, I contact the Person in Charge to establish what to do
- The Home checks all vehicles tyres with each vehicle service
- Medications are put out for clients at the table before they arrive

- 9 If there was a fire, the first thing I would do would be to try to put it out
- If there was a major cut in someone's leg, and blood was gushing out, I would apply a tourniquet
- If there was a fire, I would sound the alarm, dial 999 for the emergency fire service whilst giving instructions to evacuate the building
- If a major artery was cut, I would telephone the ambulance service

- 10 Health and Safety and security records must be accurate, legible and complete
- Health and Safety and security records must be relevant, condensed and accurate
- Health and Safety and security records must be fair, relevant and legible
- Health and Safety and security records must be reliable, sufficient and valid



Trainee Signed	Date
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RANGE EQUIPMENT

Two out of four are correct

- 1 I put the rake in the garden lying down
 I always put ladders away
 Different electrical equipment need different levels of power
 I always use a five amp fuse

MATERIALS

Two out of four are correct

- 1 Hazardous materials are safe to leave unsupervised
 All hazardous materials must be locked away after use
 Non-hazardous materials such as water are hazardous in the wrong environment
 Non-hazardous materials are non-hazardous

APPROPRIATE ACTION

Three out of six are correct

- 1 I generally jump over obstacles so they do not bother me
 I carry out a risk assessment as each task requires
 In an emergency I would pull the alarm chord
 In an emergency I would shout for help
 I can handle any risk or problem
 If I was unable to manage a situation, I'd call for help

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PROMOTE STANDARDS OF HEALTH AND SAFETY IN THE WORKPLACE

There is a Risk Assessment done on each client which includes Lifting, Moving and Handling, six monthly Fire Safety Evacuation Procedures, Electrical safety checks, Food Hygiene Risk Assessments amongst others to enable a safe environment for Health and Safety and minimise risk.

Candidate	Y	N	Candidate Initial
Understanding	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 60px;" type="text"/>

The Moving and Handling Risk Assessments are done on each client. All employees have access to this information and it should be accessed before any physical movement of clients takes place.

Candidate	Y	N	Candidate Initial
Understanding	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 60px;" type="text"/>

Different environments need different Health and Safety measures. In a Kitchen, protective clothing, including coats, aprons and hair nets are necessary. In a bathroom a hoist may be required. Whatever the environment, I would encourage others to have the protective clothing, materials or equipment necessary to carry out the task.

Candidate	Y	N	Candidate Initial
Understanding	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 60px;" type="text"/>

No hazardous activity can take place where there is a Health and Safety danger of an accident or injury. At any potential danger point, the activity is halted immediately and the necessary remedial or emergency action takes place to put the situation right. The area should be sealed off to all until it is safe to return.

Candidate	Y	N	Candidate Initial
Understanding	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 60px;" type="text"/>

The carer should always consult their senior or equal employee in order that their whereabouts are known. This is especially important in the case of a fire where a risk to life may be caused, looking for a carer who may have gone out of the building.

Candidate	Y	N	Candidate Initial
Understanding	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 60px;" type="text"/>

All records regarding Health and Safety and Security must be accurate, legible and complete.

Candidate	Y	N	Candidate Initial
Understanding	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 60px;" type="text"/>

Trainee Signed	Date
Assessor Initial	Competent Y [] N [] Date

ALTERNATIVE STATEMENTS

A CARER SHOULD UNDERSTAND THE FOLLOWING

One of the four answers below is correct

- 1 Risk Assessment is not essential to the Health and Safety of the Home
 Risk Assessments must be made prior to any work activity
 Risk Assessments have to be written down
 Risk Assessments prevent work activity being carried out
- 2 The carer can improvise in order to complete a task
 The carer must have a Health and Safety Certificate before carrying out tasks
 The Home has Health and Safety Policies that should be adhered to at all times
 Health and Safety Policies are locked away in case they get lost
- 3 The wearing of protective clothing is optional, therefore there is no need to advise anyone what to use
 The safest place on a building site is on the roof without a helmet
 The carer is advised to wear protective clothing by the Person in Charge
 All employees have a responsibility to advise others regarding Health and Safety issues
- 4 Where there is a Health and Safety risk of injury or danger of an accident, work must stop and the area be cordoned off
 There is a risk with everything, usually everything goes all right
 When things look a little dangerous, stop and have a cup of tea and then carry on
 When an accident or injury takes place, the Health and safety Executive should be informed
- 5 As my role is routine, everyone knows where I am
 I normally do not think about informing others where I am
 I normally inform others when I am going on a break
 I inform others of my whereabouts, in case I am needed eg. in case of a fire
- 6 Health and Safety records must be accurate, legible and complete
 Health and Safety records must be relevant, condensed and accurate
 Health and Safety records must be fair, relevant and legible
 Health and Safety records must be reliable, sufficient and valid

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Assessor Initial Competent Y [] N [] Date

RANGE

POTENTIALLY HAZARDOUS WORK ACTIVITIES

Five out of ten are correct

- 1
- You should never bend your knees when moving and handling
 - You should always bend your knees when moving and handling
 - You should be able to use hazardous equipment as soon as you enter the workplace
 - You should never use hazardous equipment unless you are trained to do so
 - You should never use hazardous materials unless you are trained to do so
 - You should be able to use hazardous materials as soon as you enter the workplace
 - Hazardous environments need to be made safe, or the carer needs protective clothing and / or equipment
 - Hazardous environments are safe environments for new employees to work in
 - Aggressive or threatening behaviour can be controlled under the right circumstances
 - The carer would call the police where there was threatening or aggressive behaviour



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MINIMISE THE RISK ARISING FROM HEALTH EMERGENCIES

Where there is a health emergency, immediate action is taken to help the injured. Where possible, alert someone and get them to call the emergency services by dialling 999 and requesting an ambulance. Then attempt whatever help you can manage. In a Cardiac Arrest this means

If an adult is not breathing normally, you must call an ambulance then start cardio-pulmonary resuscitation (CPR), which is a combination of chest compressions and rescue breaths.

1. Place your hands on the centre of their chest and, with the heel of your hand, press down (4-5cm). After every 30 chest compressions give 2 breaths.

2. Pinch the person's nose. Place your mouth over their mouth and – by blowing steadily – attempt 2 rescue breaths each over one second.

3. Continue with cycles of 30 chest compressions and 2 rescue breaths until emergency help arrives. Continue Cardio-Pulmonary massage until help arrives

Candidate Understanding	Y <input type="checkbox"/>	N <input type="checkbox"/>	Candidate Initial <input style="width: 50px;" type="text"/>
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Support the individual both verbally and physically giving reassurance as well as physical interventions. It may be that the individual needs to be placed in the recovery position, to prevent inhaling vomit, but where there is an indication or risk of a back injury, do not move the individual.

Candidate Understanding	Y <input type="checkbox"/>	N <input type="checkbox"/>	Candidate Initial <input style="width: 50px;" type="text"/>
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When the ambulance arrives, or someone with first aid skills and training; advise them of what has happened and what you have done, and any other information that is relevant. Assist and support in any way that you are asked.

Candidate Understanding	Y <input type="checkbox"/>	N <input type="checkbox"/>	Candidate Initial <input style="width: 50px;" type="text"/>
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The area around the injured should be made safe, clear and private as soon as possible during and after the incident

Candidate Understanding	Y <input type="checkbox"/>	N <input type="checkbox"/>	Candidate Initial <input style="width: 50px;" type="text"/>
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After the incident, when the danger is over, to prevent Post Traumatic Stress, those involved should be offered counselling, support and advice on how to come to terms with the situation.

Candidate Understanding	Y <input type="checkbox"/>	N <input type="checkbox"/>	Candidate Initial <input style="width: 50px;" type="text"/>
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All records regarding Health and Safety and Security must be accurate, legible and complete.

Candidate Understanding	Y <input type="checkbox"/>	N <input type="checkbox"/>	Candidate Initial <input style="width: 50px;" type="text"/>
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Trainee Signed		Date
Assessor Initial	Competent Y [] N [] Date

ALTERNATIVE STATEMENTS

A CARER SHOULD UNDERSTAND THE FOLLOWING

One of the four answers below is correct

- 1 In an emergency I would wait and see if the individual was conscious
 In an emergency I would do my best to help and where possible summon help
 In an emergency I would go off and find a phone box and call a doctor
 In an emergency I would phone a friend to see if they could help
- 2 Verbal and physical support is essential in an emergency situation
 I would physically support but say nothing as I would not wish to cause the injured stress
 I would talk to the injured but leave any intervention to a qualified First Aider
 I would do nothing as I would wait for an ambulance to arrive
- 3 As I was at the scene first, I would take charge
 I would tell the Ambulance team how to carry out Cardiac Massage
 I would let the ambulance team take over and help in whatever way that I could
 I would take my leave and go as I would not be needed any more
- 4 I would tidy up after the ambulance had left
 I would leave the area as it was in case there was any reason to return
 The immediate environment should be made safe as soon as possible
 The ambulance team has the responsibility of tidying the area up and making it safe
- 5 I would leave after the incident and go to the pub and have a drink to calm down
 Counselling, support and advice should be offered after the incident
 As I am emotionally strong, I would shrug the incident off
 I would tell everyone about how I managed the emergency until the ambulance arrived
- 6 Health and Safety records must be accurate, legible and complete
 Health and Safety records must be relevant, condensed and accurate
 Health and Safety records must be fair, relevant and legible
 Health and Safety records must be reliable, sufficient and valid

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Trainee Signed Date

Assessor Initial Competent Y [] N [] Date

RANGE

HEALTH EMERGENCIES

Ten out of twenty are correct

- 1
- A Tourniquet should be applied to stop bleeding
 - A Tourniquet should not be applied to stop bleeding
 - Cardiac Arrest is life threatening unless acted upon
 - Cardiac Arrest is carried out by the police
 - Blood pressure rises in shock
 - Blood pressure falls in shock
 - Fainting is a psychological condition
 - Low blood pressure can cause individuals to faint
 - Only Epileptics have seizures
 - Seizures are caused by many factors
 - The Hiemlick manoeuvre is not appropriate if someone is choking
 - If someone is choking, their airway must be cleared if they are going to survive
 - All fractures are seen on X-ray
 - Sometimes X-rays fail to pick up minor fractures
 - You only get burns and scalds from hot water
 - Chemical reactions on the skin can cause burns and scalds
 - Poisons are chemicals that are dangerous all the time
 - Sometimes we poison ourselves with alcohol which is not necessarily a poison
 - If you are electrocuted you die
 - Electrocutation can give you a nasty burn

Jet
JOHN EATON TRAINING

Trainee Signed Date

Assessor Initial Competent Y [] N [] Date

KNOWLEDGE AND UNDERSTANDING QUESTIONS

Why have a Health and Safety Act:

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What is COSHH:

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What is the Food Safety Act 1990:

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What is the Registered Homes act 1984:

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Why does everyone in the Home need to be accounted for at all times:

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What is RIDDOR:

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Why call for help in an emergency without delay:

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Why is it important to know your limitations in First Aid

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List Hazardous Waste:

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List Non Hazardous Waste:

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Give an example of where the hazardous and non hazardous waste may meet and cause potential poisoning:

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Give an example of Health and Safety risk involving, self, others and environment. What action would you take:

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List the different types of emergencies that may be found in a Home:

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Signs and symptoms of emergencies can vary with age, culture or social background. State why:

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Why is it important to support someone after a health emergency when the danger is passed:

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Why should you be careful about First Aid when there is blood or other body waste involved:

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Do you know what your capabilities are in an emergency, state your competence:

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Why is it important to move people and objects carefully:

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Why is it important to be trained before using hazardous equipment:

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Write how you would make a risk assessment before carrying out a task:

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Why is it important to wear protective clothing when handling hazardous materials (such as chemicals, blood, and body waste):

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In what way would you promote Health and Safety in the workplace:

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Why are Risk Assessments essential to the Health and Safety of the workforce

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Trainee Signed Date
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