Assignment Title: Health, Safety & Security

Context
Your assessment for this unit needs to reflect health and social care scenarios so that you can begin to gain an understanding of the health, safety and security of individuals in a health and social care context. You have been asked to provide a training pack so that new recruits into health and social care have an awareness of health, safety and security.

Task Overview
You are required to investigate health, safety and security within health and social care environments. You will assess the potential risks and hazards within a health and social care environment and you will explore the legislation, policies and procedures which are there to promote health, safety and security. You will also be required to be able to implement a risk assessment and understand priorities and responses in dealing with incidents and emergencies.

Date of issue: __________ Date of submission: __________

Learning outcomes

On completion of this unit, you should:
1. Understand potential hazards in health and social care
2. Know how legislation, policies and procedures promote health, safety and security in health and social care settings
3. Be able to implement a risk assessment
4. Understand priorities and responses in dealing with incidents and emergencies.

Refer to the assignment task sheet and the criteria tick sheet to ensure that you meet the standards for pass, merit and distinction for Unit 3. There are FOUR tasks to complete for this unit.
Assignment Task Sheet

<table>
<thead>
<tr>
<th>Task</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Potential Hazards in Health and Social Care</strong></td>
</tr>
</tbody>
</table>

**Date task set:**
**Deadline:**

Using the case studies below write a concise report to explain a minimum of 6 potential hazards within this health and social care environment and the harm that may arise.

**Case Study 1**

You are visiting an elderly grandparent at a care home. When you arrive there is a buzzer on the front door however you do not need to use it as the front door is wide open. You walk straight in and straight to your grandparents’ room; you are not questioned or challenged by any member of staff.

You are sat talking to your grandparent when a member of staff walks in without knocking; they start moaning about another resident in the care home discussing all of the illnesses and conditions they have. The carer starts to examine your grandparents’ wound without washing his hands or using gloves. He then goes on to say he is here to give your grandparent their medication, he opens the bottle, drops two into his hand, and then puts them down on the table handing your grandparent a glass of water.

Once the carer has finished you continue talking to your grandparent and when your visit comes to an end you prepare to leave. On your way out of the care home you are walking down the corridor and notice a pile of boxes blocking the only fire exit on the corridor. You mention this to a member of staff walking by who replies “that’s not my job you will have to talk to the duty manager”. You quickly go into the manager’s office who makes a note of your concern.

On your way out there is an electrician leaving at the same time as you who has been fixing the TV in the main living room. She has her arms full of equipment and asks you to open the door for her. As you are both walking down the stairs she comments that she didn’t sign out but doesn’t have time to go back as she is late for her next job. There were no members of staff in the reception area as you were both leaving.

**Assessment criteria:** P1
### Case Study 2

Imagine that you are on placement at Ash Lodge, a day centre for individuals with learning difficulties. It is a converted farm building in a rural location a short distance away from other buildings and next to a busy main road. You need to explain the potential health and safety hazards that the staff and service users face, and explain what injuries or illnesses could result from them.

You need to consider:
- the internal and external environment
- the experience and competence of the staff employed
- potential visitors
- the mental and physical condition of service users
- care procedures that will be carried out.

### Legislation, Policies and Procedures

**Date task set:**

**Deadline:**

You have been asked to write a report outlining how legislation, policies and procedures relating to health, safety and security influence health and social care settings. Within this report you also need to describe how health and safety legislation, policies and procedures promote the safety of individuals in a health or social care setting.

**TASK A**

Select **three** pieces of legislation from the list below and;

- a) Summarise what the piece of legislation is about and outline how the legislation influences health and social care settings.

- b) Describe how the piece of legislation helps to promote the safety of individuals in a health or social care setting.

**Key Pieces of Legislation**

- Health and Safety at Work Act 1974
- Food Safety Act 1990
- Food Safety (General Food Hygiene) Regulations 1995
- Manual Handling Operations Regulations
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995
- Data Protection Act 1998
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health (COSHH) 2002
Use information from your school setting, class sessions and contents sheet, and the table below to help you with this task:

<table>
<thead>
<tr>
<th>Legislation</th>
<th>Description</th>
<th>Influence on HSC settings</th>
<th>Promotion of the safety of individuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. Food Safety Act 1990.</td>
<td>Explain what the legislation is about (it’s purpose).</td>
<td>How does it affect the way in which HSC settings operate?</td>
<td>Analyse how the legislation promotes the safety of individuals in HSC settings. Look at positives and negatives aspects of the legislation and its impact on settings.</td>
</tr>
</tbody>
</table>

**TASK B**

Contact local health and social care settings in your local area and ask for three examples of policies and procedures that they actively use within their workplace.

Policies and Procedures you could use include:
- Safeguarding
- Reporting Accidents
- Confidentiality
- Fire Evacuation
- Infection Control
- Cleaning
- Food Safety

Once you have gained the information required complete the following:

a) Summarise what the policy and procedure is about and outline how they influence health and social care settings.

b) Describe how the policy and procedure helps to promote the safety of individuals in a health or social care setting.

3 **Risk Assessment**

**Date task set:**

**Deadline:**

Study the lists below and choose one environment and one suitable service user group:

<table>
<thead>
<tr>
<th>Environment</th>
<th>Service user</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children’s play area</td>
<td>Older people</td>
</tr>
<tr>
<td>Local park</td>
<td>Individuals with sight impairment</td>
</tr>
<tr>
<td>Local tourist attraction</td>
<td>Individuals with hearing impairment</td>
</tr>
<tr>
<td>Shopping Centre</td>
<td>Individuals with learning difficulties</td>
</tr>
</tbody>
</table>
Carry out a risk assessment and present your findings with regards to health, safety and security in your chosen environment.

Your survey should highlight:
- an identification of the hazards
- who may be harmed and how
- risks assessed for service users
- risks assessed for health and social care workers
- suggested precautions and how they will minimise the risk
- how often precautions will be reviewed for effective control of health, safety and security.

Your presentation can be in your chosen format but should include a plan of the area and a key to the information above.

**Higher Grade Hints!**
For the **merit** grade ensure you assess the hazards identified in the health or social care setting.

For the **distinction** grade ensure you make recommendations in relation to the identified hazards to minimise the risks to the service user group. In this section ensure that you justify why you have made these suggestions of precautions, what the alternatives are and why your recommendation is the best solution.

### 4 Priorities and Responses in Dealing with Incidents and Emergencies

**TASK A**

You need to select **two** possible incidents/emergencies from the list below and explain possible priorities and responses when dealing with them in a health or social care setting:

- Incidents of suspected/actual abuse
- Accidents
- Exposure to infection
- Intruders
- Fire
- Major disaster (e.g. flood, loss of water supply)
- Aggressive and dangerous encounters
Within this section you need to consider priorities and responses:

- Priorities could include: ensuring safety of people; review of policies and procedures following critical incidents; implementing improvements for the future and so on.

- Responses could include: maintaining respect and dignity; minimising risk; evacuation procedure; working in partnership (e.g. with emergency services); accessing support for the incident or emergency; accessing support for own emotional reactions after an emergency; reporting of accidents; follow-up review of critical incidents and emergencies; dealing with suspected abuse and so on.

**TASK B**

In order to achieve the merit, you need to discuss health, safety or security concerns arising from a specific incident or emergency in a health or social care setting.

In order to achieve the distinction, you need to justify responses to a particular incident or emergency in a health or social care setting.

**Higher Grade Hints!**

In order to achieve M3 and D2 you need to bring together your knowledge of the whole unit. You must justify which responses would achieve a satisfactory outcome.

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**Useful Websites for Unit 3**

- [www.bohs.org](http://www.bohs.org)  British Occupational Hygiene Society
- [www.cqc.org.uk](http://www.cqc.org.uk)  Care Quality Commission
- [www.cwcouncil.org.uk](http://www.cwcouncil.org.uk)  Children’s Workforce Development Council
- [www.dh.gov.uk](http://www.dh.gov.uk)  Department of Health
- [www.foodstandards.gov.uk](http://www.foodstandards.gov.uk)  Food Standards Agency
- [www.hse.gov.uk](http://www.hse.gov.uk)  Health and Safety Executive
- [www.hsebooks.co.uk](http://www.hsebooks.co.uk)  Health and Safety Executive Books
- [www.lsc.gov.uk](http://www.lsc.gov.uk)  Learning and Skills Council
- [www.lshtm.ac.uk](http://www.lshtm.ac.uk)  London School of Hygiene and Tropical Medicine
- [www.skillsforcareanddevelopment.org.uk](http://www.skillsforcareanddevelopment.org.uk)  Sector Skills Council for Care and Development
- [www.skillsforhealth.org.uk](http://www.skillsforhealth.org.uk)  Sector Skills Council for Health
### Criteria Mark Sheet

<table>
<thead>
<tr>
<th>Pass</th>
<th>Met</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>P1</strong> Explain potential hazards and the harm that may arise from each in a health or social care setting.</td>
<td></td>
<td>TASK 1</td>
</tr>
<tr>
<td><strong>P2</strong> Outline how legislation, policies, and procedures relating to health, safety and security influence health and social care settings.</td>
<td></td>
<td>TASK 2A &amp; 2B (a)</td>
</tr>
<tr>
<td><strong>P3</strong> Carry out a risk assessment in a health and social care setting</td>
<td></td>
<td>TASK 3</td>
</tr>
<tr>
<td><strong>P4</strong> Explain possible priorities and responses when dealing with two particular incidents or emergencies in a health or social care setting.</td>
<td></td>
<td>TASK 4A</td>
</tr>
<tr>
<td><strong>Merit</strong> Describe how health and safety legislation, policies and procedures promote the safety of individuals in a health or social care setting.</td>
<td></td>
<td>TASK 2A &amp; 2B (b)</td>
</tr>
<tr>
<td><strong>M2</strong> Assess the hazards identified in the health or social care setting.</td>
<td></td>
<td>TASK 3</td>
</tr>
<tr>
<td><strong>M3</strong> Discuss health, safety or security concerns arising from a specific incident or emergency in a health or social care setting.</td>
<td></td>
<td>TASK 4B</td>
</tr>
<tr>
<td><strong>Distinction</strong> Make recommendations in relation to identified hazards to minimise the risks to the service user group.</td>
<td></td>
<td>TASK 3</td>
</tr>
<tr>
<td><strong>D2</strong> Justify responses to a particular incident or emergency in a health or social care setting.</td>
<td></td>
<td>TASK 4B</td>
</tr>
</tbody>
</table>