Standard 8
Health and safety in an adult social care setting

Your Name:  
Workplace:  

Start Date:  
Completion Date:  

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Standard 8
Health and safety in an adult social care setting

1. Roles and responsibilities relating to health and safety in the work setting or situation

1.1 Be aware of key legislation relating to health and safety in your work setting or situation

The Health and Safety at Work Act 1974 is the primary piece of legislation covering occupational health and safety. Under this Act, the employer, the workers and the individuals being supported have responsibilities to ensure safety is maintained in the workplace. Your employer should display a copy of this Act on their main premises. The main purpose of the legislation is:

- To secure the health, safety and welfare of people at work
- To protect others from risks arising from the activities of people at work
- To control the use and storage of dangerous substances
- To control the emission into the atmosphere of noxious or offensive substances

Other key pieces of legislation that sit alongside and support the Health and Safety at Work Act are:

- The Management of Health and Safety at Work Regulations 1992 emphasize what employers are required to achieve under the Health and Safety at Work Act.

- The Control of Substances Hazardous to Health Regulations (known as COSHH) require employers to control substances that can harm workers' health.

- The Manual Handling Regulations 1992 sets out requirements for manual handling and moving and handling of people.

- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (known as RIDDOR) sets out what needs to be reported.

If you see something dangerous, put it right or report it immediately

You may also need to consider that your workplace is an individual’s home
1.2 Understand the main points of the health and safety agreed ways of working in your work setting

Your employer may have policies and procedures covering a wide range of health and safety subjects to incorporate the legal requirements. If you work directly for an individual or in a small organisation, it is less likely you will have written policies and procedures. This will mean you will need to use the legal framework as your guide and communicate well with your employer regarding health and safety.

Here are some examples of the subjects that should have health and safety policies and procedures:

- Moving and handling of people and objects
- Personal hygiene
- Infection control
- Personal safety and lone working
- Fire safety
- Food safety and hygiene
- What to do in the event of an emergency
- Risk assessments
- Smoking at work
- Display Screen Equipment (DSE) for people working with computers
- Use of chemicals and waste disposal
- Security measures and visitors

Although you will aim to give personal care and support in an individual a manner as possible, you must always remember that health and safety for everyone involved comes first.

For example, an individual may ask to be left in the bathroom alone. You should support this but only if it is safe to do so. You need to consider the risks involved and the individual’s capacity to understand the risks and know how to reduce them. The kinds of risks present at every time you support an individual to take a bath are:

- Water that is too hot will cause scalding
- It is possible to drown in a bath
- It is very easy to slip when getting in and out of a bath
- Washing products (like shampoo or soap) in the eyes can cause pain
- Razors and shaving equipment can cut skin
These are quite dangerous hazards that would cause a lot of harm and even death. You should follow the risk assessment and only leave the individual alone if the risk assessment says it is safe to do so.

If it is not safe, you need to seek further advice from your supervisor / manager. It may be that the individual's wishes cannot be met on this occasion and a review of the risk assessment is needed.

In residential homes each bath is usually fitted with a device that ensures water comes out of the hot tap at less than 43ºC to avoid the possibility of scalding. Baths often have a thermometer so you can ensure the water is not too hot before the individual gets in.

General health and safety procedures to be aware of in the event of an emergency:

Electricity – If an individual is in contact with electricity or the supply of electricity, do not touch them as you may electrocute yourself. Don’t use metal to help the individual get away from the source of electricity as it will act as a conductor and again you could electrocute yourself. You could use something made from wood like a broom handle.

Gas – Immediately open windows to let the fumes out. Never use lighters or matches and don’t touch light switches because sparks could ignite the gas into fire.

Water – You could use a bucket to catch the water or a blanket or towel to soak up the water and stop it from moving. You should know where the “stop cock” is for the water mains in the places you work in. If you are working in an individual’s home, the stop cock is usually, but not always, found in the cupboard under the sink.

In all situations, you should remain calm and re-assure the individual involved by talking to them.

1.3 Know the main health and safety responsibilities of:
- You
- Your manager
- The individuals you support

In health and safety your responsibilities are:

- Take reasonable care of your health and safety
- Take reasonable care not to put other people, including other employees and members of the public at risk by what you do or don't do at work
- Co-operate with your employer making sure you get proper training and you understand and follow your organisation’s health and safety policies
- Not to interfere with or misuse anything that’s been provided for your health, safety or welfare
- Report injuries, strains or illnesses you suffer as a result of doing your job
Tell your employer if something happens that might affect your ability to work, for example becoming pregnant or sustaining an injury.

Not to undertake any health and safety tasks that you haven’t been trained for.

In health and safety your employer’s responsibilities are:

- Provide a safe workplace
- Give information on health and safety
- Provide free health and safety training
- Make sure you can enter and leave the workplace safely

In health and safety the individuals you support’s responsibilities are:

- Follow health and safety advice given to them
- Co-operate with you to use appropriate equipment safely
- Take reasonable care of their own health and safety

1.4 Know what you can and cannot do relating to general health and safety at your current stage of training

Without the correct level of training you are not allowed to carry out certain tasks relating to health and safety. Here are a few examples:

- Moving and handling
- Administering medication
- Emergency first aid
- Giving injections
- Peg feeding
- Colostomy
- Fighting fire

If you are unsure about what you can and cannot do, you must discuss this with your supervisor / manager.

1.5 Know where and from whom additional support and information relating to health and safety can be accessed

The Health and Safety at Work Act requires employers to ensure workers are appropriately knowledgeable about Health and Safety and that they are properly trained in relevant areas. Your employer may have a health and safety representative who is responsible for health and safety issues at work.

Ask your supervisor or manager about the health and safety policies and procedures in your work place.
The **Health and Safety Executive (known as HSE)** is a government organisation with the role of preventing people from work related death, injury or ill health. They help businesses to understand how the laws keep people safe at work affect them.

**180 people killed at work in 2008/09 and more than 130,000 seriously injured**

The UK has one of lowest accident rates in European Union

29.3 million working days lost to injury and ill-health in 08/09

*Source HSE*

Further information on all aspects of health and safety and legislation including advice and support, can be found on the Health and Safety Executive’s website:

http://www.hse.gov.uk

2. **Health and safety risk assessments**

2.1 Know why it is important to assess health and safety risks posed by the work setting or situation or by particular activities

The **purpose of assessing risk is to ensure the health, safety, welfare and security of staff, individuals and the wider community.** The law requires a risk assessment to be carried out about the environment in which you provide support for individuals as well as for the tasks you undertake. These enable you to reduce or remove any risks. You will need to make sure you know where these risk assessments are kept for each individual.

**Risks that are identified will inform the way in which you work with individuals.** Risk assessment is about making decisions, which are logical, realistic and legal. Risks can change depending on the circumstances over brief or long periods of time, therefore risk assessment and risk management will be subject to frequent review.

The **Risk Assessment and Management Plan** should be within the care plans for the individuals you are supporting. Ensure you read this and if any changes need to be made consult with the person responsible for making those changes.

The following guidance is taken from the HSE leaflet called ”Five Steps to Risk Assessment”.

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Identify the hazards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>Decide who might be harmed and how</td>
</tr>
<tr>
<td>Step 3</td>
<td>Evaluate the risks and decide on precautions</td>
</tr>
<tr>
<td>Step 4</td>
<td>Record your findings and implement them</td>
</tr>
<tr>
<td>Step 5</td>
<td>Review your risk assessment and update if necessary</td>
</tr>
</tbody>
</table>
**Risk assessment is everyone’s responsibility.** Always stop and think and make an “on the spot” assessment. You should always consider your own situation and whether you have a physical limitation that prevents you from undertaking an activity.

### 2.2 Understand how and when to report health and safety risks that you have identified

Risk assessment is about identifying the risks and putting things in place to reduce or remove the risks.

**Slips, trips and falls are the most common cause of non-fatal major injuries in service industries and account for over half of all reported injuries.**

*Source HSE*

The table below sets out some common risks, examples and the action that could be taken:

<table>
<thead>
<tr>
<th>Common problems</th>
<th>Examples</th>
<th>Actions mainly relating to a residential home environment. Some will relate to all work settings.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slips</td>
<td>Wet floors because something has been spilt or an individual has just had a bath</td>
<td>Put “Caution – Wet Floor” sign up to alert other people of the danger</td>
</tr>
<tr>
<td>Trips</td>
<td>Electrical leads carelessly left trailing across the floor Frayed carpets or rucked up rugs or mats Cleaners bucket left in a walkway</td>
<td>Tidy up the leads so they do not cross a walkway Alert a maintenance person or your supervisor immediately Remove obstacle and inform cleaners</td>
</tr>
<tr>
<td>Falls</td>
<td>Open upper floor windows Staircases</td>
<td>Ensure window restrainers are in place Only individuals who have been risk assessed as safe to use stairs should do so - check their care plan</td>
</tr>
<tr>
<td>Shock</td>
<td>Loose wiring</td>
<td>Visually check each appliance before use - if in doubt, switch off the appliance and alert a maintenance person or your supervisor immediately</td>
</tr>
</tbody>
</table>

**ALWAYS BE ALERT AND THINK ABOUT THE RISKS**

*Ask your supervisor or manager how and when you should report health and safety risks you have identified*
3. **Moving and positioning**

3.1 **Be aware of key pieces of legislation that relate to ‘moving and positioning’**

There are several key pieces of legislation that relate to ‘moving and positioning’ which need to be considered during your work environment.

- The **Manual Handling Operations Regulations 1992** (known as MHOR) are designed specifically to eliminate or reduce a manual handling risk to an acceptable level.

- **Lifting Operations and Lifting Equipment Regulations 1998** (known as LOLER) has specific requirements relating to work equipment which is used for lifting and lowering people or loads. It requires an employer to ensure that lifting equipment is positioned or installed to prevent risk of injury and sufficiently strong, stable and suitable for purpose.

- **Provision and Use of Work Equipment Regulations 1998** (known as PUWER) ensures that the equipment employers provide is suitable for the intention, safe for use, only used by people who have been trained to do so, and maintained in a safe condition.

- The **Workplace (Health, Safety and Welfare) Regulations 1992** (known as WHSWR) ensure employers provide suitable working conditions for their employees.

3.2 **Be aware of tasks relating to moving and positioning that you are not allowed to carry out at your current stage of training**

You will need to undertake moving and handling training so that you are shown and can practice safe moves and correct techniques. Moving and handling training includes:

- **Theory including legal requirements** - Theory and practical can be done together or separately. Theory can be e-learning or a classroom based training course.

- **Practical activities including use of a hoist and general mobility equipment** - Practical is either classroom based or taught to you on a one to one basis.

- **Practical training on specialist equipment** - Learning to use specialist equipment usually takes place where the individual is based.

You can only be trained in the practical elements by a qualified Moving and Handling instructor. During the practical training you should have plenty of opportunity to
practice safe moves and you should have several turns at being moved so you can feel what the experience is like for individuals.

You may need training on how to use specialist pieces of equipment if these are used by the individuals you are working with. During your training you will also learn how to minimise the risks and how to move objects safely.

You are NOT permitted to move any individual or object without supervision by a registered practitioner or qualified trainer until you have been trained, observed and signed off as competent in moving and handling.

Once you have been trained, you must not use any piece of equipment that you have not been trained to use.

### 3.3 Understand how to move and position people and / or objects safely, maintaining the individual’s dignity and in line with legislation and agreed ways of working

Before carrying out any Manual Handling task, you must read the risk assessment and then do a pre-handling assessment. These acronyms are designed to help you to carry out a pre-handling assessment.

Remember PEACE. It will help you to do the pre-handling assessment when you are moving people or supporting people to move.

**Person:**

- Individual’s needs, rights and wishes
- Individual’s weight, height and body shape
- Individual’s diagnosis
- Individual’s current pain and energy levels
- Whether movement is likely to increase pain
- Individual’s behaviour
- Other people present

**P – Person**

**E – Environment**

**A – Activity**

**C – Care or support workers**

**E – Equipment**
• Individual’s clothing

Environment:

• Can objects or furniture be moved?
• Is it a safe environment for moving?
• Is there enough space?

Activity:

• Do you have to move the individual?
• Can the individual assist?
• What lifting equipment could be used to assist?

Care or support worker:

• Are you fit enough to perform the task?
• Do you have plenty of energy or are you tired?
• What experience do you have with the individual?
• Have you been trained to make the necessary move?
• Do you know how to use the equipment confidently?
• Do you have a history of back trouble?
• Are you wearing the right clothing and footwear?

Equipment

• What equipment is available?
• Is it in good working order and serviced if necessary within the timeframe?
• Is it suitable for the task and environment?
• Is there anything else you need?

Remember “TILEE”. It will help you to do the pre-handling assessment for moving an object or load.

T – Task
I – Individual
L – Load
E – Environment
E – Equipment
### Individual

- Are you fit enough to do the task?
- Do you have plenty of energy or are you tired?
- Have you been trained to make the necessary move?
- Do you have experience of previously making this move?
- Do you know how to use the equipment confidently?
- Do you have a history of back trouble?
- Are you wearing the right clothing and footwear?

### Load

- What is the size, shape, temperature, condition and nature of the load?
- Are you able to hold it firmly?
- Can you keep the load close to your torso?
- Are you clear about where you are going from and to?
- Are you lifting from the floor?

### Environment

- Is it safe to lift?
- Are there any distractions or obstructions that need removing?
- Is the lighting good enough?
- Is the temperature ok?

### Equipment

- What equipment is available?
- Is it working properly?
- Is it suitable for the task and environment?
- Do you need anything else?

**Health and safety regulations require you to:**
Avoid  The need for hazardous manual handling, so far as is reasonably practicable

Assess The risk of injury from any hazardous manual handling that can’t be avoided

Reduce The risk of injury from hazardous manual handling so far as is reasonably practicable

Good handling techniques for lifting objects:

**Think before lifting / handling.** Plan the lift. Can you use aids? Know where the load is going. Will you need help? Remove obstructions. Rest along the way and change your grip if necessary.

**Keep the load close to the waist.** Keep the load close to your body for as long as possible while lifting. Keep the heaviest side of the load next to you.

**Adopt a stable position.** Feet should be apart with one leg slightly forward to maintain balance. Be prepared to move your feed during the lift to maintain stability. Avoid tight clothing or unsuitable footwear.

**Get a good hold.** Where possible the load should be hugged as close as possible to the body. This may be better than gripping tightly with the hands only.

**Start in a good posture.** Slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

**Don’t flex the back any further while lifting.** This can happen if the legs begin to straighten before starting to raise the load.

**Avoid twisting the back or leaning sideways,** especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.

**Keep the head up.** Look ahead, not down at the load, once it has been held securely.

**Move smoothly.** The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

**Don’t lift or handle more than can be easily managed.** There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.

**Put down, then adjust.** If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

*Source HSE*
4. Responding to accidents and sudden illness

4.1 Be aware of different types of accidents and sudden illness that may occur in the course of your work

Musculoskeletal disorders and work related stress are the biggest causes of sickness absence for social care workers. It is therefore essential that you follow the correct moving and lifting procedures to avoid back injury and that you seek support if you feel stressed or overwhelmed by your work.

**Musculoskeletal disorders** - The moving and handling of individuals while caring for them is a major cause of these injuries. Stresses and strains arising from adopting awkward or static postures when working with individuals can give rise to back problems.

**Work related stress** - When work demands exceed the person’s capacity and capability to cope. It is a significant cause of illness and disease and high levels of sickness absence.

**Slips and trips** – These can be for many reasons, for example, unsuitable or badly maintained flooring, wet floors, unsuitable footwear and obstacles.

**Sudden illness** – There are many reasons why people fall ill. These examples could apply to individuals you support, yourself and your colleagues: burns, fainting, bleeding, choking, fractures, poisoning, shock, stroke or heart attack.

4.2 Understand the procedures to be followed if an accident or sudden illness should occur in your work setting / situation

If you are present or come across an emergency situation follow these steps:

- **A – Assess situation**
- **M – Make area safe**
- **E – Emergency aid**
- **G – Get help**
- **A - Aftermath**

Ask your supervisor or manager what types of accident and illness are most common in your working environment and make sure you know how to respond to these.
Assess the situation and environment. Never rush in. Don’t touch an individual who appears to have been electrocuted. If the casualty is obviously conscious, talk to them and find out how they are. If they are in water at the risk of drowning, do not jump or dive in to attempt to rescue them unless you are a trained lifeguard. Check for gas fumes, chemical spillages, broken glass, bodily fluids, if there is an attacker possibly still close, if there is fire in an enclosed space.

Make area safe. Remove any hazards where it is safe to do so and take control of the situation.

Emergency aid. You should only attempt emergency first aid if you have been trained to do so (see DRAB below).

Get help. Shout for assistance, call a first aider. If you have been trained in emergency first aid, what is needed and your action will depend on the result of the primary survey (see DRAB below).

If you have to call the emergency services, the telephone number is 999.

Don’t call emergency services without basic information about the condition of the casualty established from your primary survey.

Aftermath. Get some support for yourself as you may go into shock or be stressed afterwards. Report and record what has happened as soon as possible before you forget the details. Clean up any mess. Replace first aid kit items.

Emergency aid. If you have been trained in emergency first aid, you will be able to conduct a primary survey and follow the actions below.

<table>
<thead>
<tr>
<th>D – Danger</th>
<th>R – Response</th>
<th>A – Airway</th>
<th>B - Breathing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danger – Check your safety and the environment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Response – Find out if casualty is conscious and responsive – if no response, ask for help if another person is close by. This is for your protection against accusations and to support you.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airway – Check airway for blockages.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breathing – Check for good rate of breathing (approx. 15-18 breaths per minute)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>If the casualty is unconscious but breathing, put them into the recovery position.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If the casualty is unconscious and not breathing, ask someone to call an ambulance, and to give details about the casualty and to tell them you know CPR. Commence CPR.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4.3 Be aware of tasks relating to emergency first aid that you are not allowed to carry out at your current stage of training

In order to be able to respond to a situation where an individual has had an accident or sudden illness, you will need appropriate emergency first aid training. Before you have undertaken this training, you must always call for or get help from someone who is trained. Once you have been trained, you will be able to follow the procedures you have been shown.

You must never put yourself or others in danger by attempting to deal with an emergency situation. Without proper training you could make the situation much worse than it is and even cause death by acting inappropriately without training.

Find out who you should contact in the event of an accident or sudden illness

You are NOT permitted to administer Emergency First Aid until you have received the appropriate training

5. Agreed ways of working regarding medication and health care tasks

5.1 Understand the main points of agreed ways of working about medication agreed with your employer

It is likely that individuals you support will take medication of one description or another.

Some medication is given to reduce the symptoms of a long term illness, for example, Parkinson’s disease or Diabetes. Other medication can be taken (prescribed or bought from a chemist) to remedy a short term problem, for example, a chest infection or headache.

It is useful for you to have an understanding about any medical conditions the individuals you work with have so you can monitor any change. It is also useful for you to have an understanding about the most common types of medication and how they can affect an individual. Your employer may provide training about the types of medication. Alternatively, you will find information on the internet.

Ask your supervisor / manager for procedures on the administration of medication
5.2 Understand the main points of agreed ways of working about health care tasks agreed with your employer

Health care tasks covers range of different medical procedures, for example, colostomy, catheters and injections. You will need to know how to undertake tasks that support individuals’ needs, wishes and follow the social care values that you learnt about in Standard 7.

You will need to undertake training in medical procedures. Your employer might provide a training course or you might work alongside a professionally trained district nurse. Once you have been signed off and observed as competent to undertake each medical procedure, you should always follow the individual’s risk assessment and record any changes or incidents. Always ask for help if you are unsure.

Ask your supervisor / manager for procedures on health care tasks that you will need to undertake in your role

5.3 Be aware of tasks relating to medication and health care procedures that you are not allowed to carry out at the current stage of training

Individuals who can manage and take their own medication safely should be encouraged to do so. Individuals who can’t manage are given assistance in the storage and taking of medication as detailed in the care and support plan. These tasks will require risk assessments and consent.

You are NOT permitted to assist in the giving of medication or undertaking medical procedures until you have received the appropriate training

Medical procedures should only be carried out by people who have been trained and observed as competent to undertake the procedure. Failure to follow these guidelines could result in serious injury or even death to the individuals you are supporting.
6. Handling hazardous substances

6.1 Be aware of the hazardous substances in your workplace

We use lots of different types of products every day. Some of these can be harmful and some can cause death. In the workplace, you have a duty of care to make sure substances are used, stored and disposed of safely.

The Control of Substances Hazardous to Health Regulations (known as COSHH) say that employers must identify which hazardous substances are present in the workplace. Some examples are chemicals products containing chemicals, fumes, dusts, vapours, mists, gases and biological agents (germs). COSHH covers germs that cause diseases such as leptospirosis or legionnaire’s disease. In the workplace, examples might be bleach and other cleaning materials, pesticides, adhesives, acids and gas.

COSHH stands for Control of Substances Hazardous to Health and defines how dangerous liquids, powders etc are stored and used.

All items that are covered under the COSHH Regulations have one or more of these pictograms shown on the packaging.

It is important that these products are never left out for individuals or staff to mistakenly drink or misuse. Cleaning materials should never be left out even when staff are taking a short rest break.

It is a legal requirement for employers to carry out a risk assessment of their specific activities to identify where control measures need to be put in place. Risk assessments should identify the hazards, identify people at risk and assess the risks. You will therefore need to consider if there is anything you do that involves hazardous substances, how they can cause harm and how you can reduce the risk of harm. Always try to prevent exposure, for example:

- **Can you avoid using a hazardous substance** or use a safer process – preventing exposure, for example, using water-based rather than solvent-based products, applying by brush rather than spraying?
- **Can you substitute it for something safer**, for example, swap an irritant cleaning product for something milder, or using a vacuum cleaner rather than a brush?
- **Can you use a safer form**, for example, can you use a solid rather than liquid to avoid splashes or a waxy solid instead of a dry powder to avoid dust?

If you have to deal with hazardous substances, you should always wear Personal Protective Equipment (known as PPE).
6.2 Be aware of safe practices for
• Storing hazardous substances
• Using hazardous substances
• Disposing of hazardous substances

When **storing** hazardous substances, in any working environment, consider:

- Is the room ventilated?
- The safe quantity you are able to store
- Fire precautions

When **using** hazardous substances, in any working environment, follow safety precautions:

- Correct use of Personal Protective Equipment (PPE)
- Always work from dirtiest area to cleanest when cleaning up spillages
- Use warning signs if necessary to warn others

When **disposing** of hazardous substances, in any working environment, note:

- Biological waste must be incinerated
- Hazardous waste needs to be disposed of in yellow or orange bags
- Hazardous waste needs to be disposed of separate to household waste

### 7. Preventing the spread of infection

#### 7.1 Know the main routes by which infection can get into the body

Infection control is **about controlling the spread of communicable diseases** between people. Some of the individuals you support will be particularly vulnerable to infection and this means you need to be extra careful.

**In order to spread infection**, there would need to be a **source**, a **host**, a **means of transmission** and a **point of entry**. The source could be a person or the surroundings; the host is the person at risk. Transmission could be through contact with another person, equipment, food and drink or pests. The point of entry could be through breathing, eating, drinking, cuts, wounds or medical procedures like catheters or injections.

The main routes by which an infection can get into the body are though:

- Eating contaminated food, for example, resulting in salmonella
- Water, for example, resulting in cholera
- Contact with body fluids
- Airborne through coughing and sneezing
- Physical contact
- Contaminated laundry
- Insects, for example, mosquito bites could result in malaria in some countries

It is your responsibility as a care and support worker to prevent cross contamination and promote good infection control procedures.

### 7.2 Understand the principles of effective hand hygiene

Always wash your hands after going to the toilet and after helping an individual.

**Step 1**
Wet your hands thoroughly under warm running water and squirt liquid soap onto the palm of one hand.

**Step 2**
Rub your hands together to make lather.

**Step 3**
Rub the palm of one hand along the back of the other and along the fingers. Then repeat with the other hand.

**Step 4**
Rub in between each of your fingers on both hands and round your thumbs. Pay particular attention to your nails – you may need to use a nail brush.

**Step 5**
Rinse off the soap with clean water.

**Step 6**
Dry hands thoroughly on a disposable towel.

*If performed correctly, this should take around 15-30 seconds.*

You should also use sanitising hand gels when going in and out of different working environments to prevent the spread of infection.
7.3 Understand ways in which your own health or hygiene might pose a risk to the individuals you support or to other people at work

If you have suffered from a communicable illness, you should not go to work until you have been given the all clear to return from your doctor. This includes an illness you may have suffered when on holiday (especially abroad).

A stomach bug introduced to a residential care home can quickly spread between the residents and staff. This results in staff sickness absence and individuals needing an increased level of support which can be upsetting for the individual and costly.

Some of the individuals you support will have low immune systems which mean they are more vulnerable to becoming ill. This may also mean that they could suffer for much longer and their illness could be more serious, particularly if this adds and complicates other medication conditions or illness they are suffering from.

It is vital that you are aware of the importance of limiting the control of infection. These are some basic rules:

- Wash yourself and your hair regularly and tie long hair back
- Do not wear personal jewellery, particularly when undertaking personal care tasks
- Keep your clothes and shoes clean
- Do not go to work if you have a health problem that can be passed to others, for example, a heavy cold or stomach bug
- Wash your hands regularly and always before and after undertaking personal care
- Wash your hands after blowing your nose, coughing, sneezing and smoking

7.4 Be aware of common types of personal protective clothing, equipment and procedures and how and when to use them

Always wear Personal Protective Equipment (PPE) like gloves and aprons when supporting individuals. Always wear a different set of aprons and gloves when you are working in the kitchen. Never wear aprons outside of the working environment or to training courses as you could spread infections to other people you come into contact with.

Wear and dispose of PPE according to your employer’s policy or agreed ways of working. Masks are generally only worn when there is a risk of air-borne infection. Seeing a person wearing a mask can be very frightening for individuals so it is important to explain why you are wearing one and what it is for. Your employer may have a policy about wearing masks.

Never wear the same apron for personal care and in the kitchen or serving food
7.5 Be aware of principles of safe handling of infected or soiled linen and clinical waste

The **Hazardous Waste Regulations 2005** sets out how other types of waste should be dealt with. Clinical waste if anything that consists of the following:

- Human and animal waste (faeces), incontinence pads, catheter and stoma bags, nappies, sanitary waste, nasal secretions, blood, condoms, swabs, dressings, plasters, urine, vomit and soiled human bedding from a non-infectious source.
- Animal hygiene wastes (animal bedding, dog faeces).
- Wastes from other healthcare related activities, for example, wastes from body piercing, the application of tattoos, syringes, needles or other sharp instruments.

Procedures to prevent contamination:

- Soiled linen must be washed in an automatic washing machine at a temperature of at least 71 degrees for a minimum of 3 minutes or 65 degrees for a minimum of 10 minutes.
- Where laundry is sent to another department for processing, it should be segregated in colour coded linen bags. Laundry bags should not be overfilled and should be properly sealed before transporting.
- Laundry must be fully dried before re-use to assist in removing micro-organisms.

Find out if your employer has a laundry policy. You should also take time to find and read: **The Hazardous Waste Regulations 2005**. A copy can be found on the HSE’s website.

8. Promoting fire safety in the work setting

8.1 Understand practices that prevent fires from:
- Starting
- Spreading

In order for a fire to start, 3 things are needed:

- Heat or a source of ignition
- Oxygen
- Fuel

This is called a **fire triangle**. A fire cannot start if one of these elements is missing.
Sources of Ignition
An obvious and common cause of starting a fire is a carelessly discarded cigarette. This along with, lighters, matches, naked flames, faulty electrical equipment, hot surfaces, lighting, electric or gas heaters, cooking equipment are all sources of ignition.

Sources of Fuel
Empty boxes, rubbish, paper, wood, upholstered furniture, flammable chemicals, rubber, clothes and curtains can all provide sources of fuel and help a fire to spread. Always ensure that empty boxes are discarded safely outside the building and rubbish or other items are kept to a minimum.

Sources of Oxygen
The main source of oxygen is in the air around us. Sometimes there could be oxygen found in chemicals or oxygen cylinders.

Fire doors
Doors should be kept closed at all times, unless they are fitted with automatic door release system linked to the fire alarm system. Doors should never be blocked or wedged open as this can result in a £5,000 fine from the Health and Safety Executive.

Fire exits
In the event of fire it is essential that individuals and staff can exit the building without obstacles. Never allow anything to obstruct a fire exit. Fire exits are clearly marked and are generally doors leading to outside from the building.

8.2 Be aware of emergency procedures to be followed in the event of a fire in the work setting
You need to know how to respond to a fire emergency, in particular, how to raise the alarm if you come across a fire, who will contact the emergency services, what to do if you hear the fire alarm and where the fire assembly point is for each environment you work in.

You will receive fire training and your knowledge will need to be refreshed annually to make sure you continue to know what to do in a fire emergency.

If you hear the fire alarm, you must act calmly but very quickly. Don’t wait for others to decide action needs taking. Fires can spread quickly. Taking control could save your and other people’s lives.

If you have commenced your employment but you have not yet been given emergency procedures to be followed in the event of a fire, ask your supervisor / line manager for this information immediately.
9. Security measures in the work setting

9.1 Understand measures that are designed to protect your own security at work, and the security of those you support

Security measures and procedures should be in place to protect you, your colleagues and the individuals you support.

Security Systems
In residential homes or day centres, there may be a person specifically responsible for security. You should know what security systems are in place and how they work. There will be door locks and alarms, automatic lighting and visitor signing in books. If security is breached, you will need to know what to do. When working in individual home, security arrangements may be similar and it is essential that you know what they are for each home.

Lone Working
You may be working alone or at night time which could present higher safety risks. If this is the case, someone should always know where you are and it is recommended that you attend personal safety or self-defence training. Your employer should have a lone worker policy and a process for conducting risk assessments on lone workers. You might want to carry a personal attack alarm and a mobile phone.

Violence
You should know how to and be able to deal with aggression and violence. This could be from the individuals you support, their family or friends. It could be directed at you, the individuals you support, their family or friends. Each situation is likely to be different but you should always remember if anyone is violent towards you:

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<th>NEVER RETALIATE</th>
<th>WALK AWAY</th>
<th>GET HELP</th>
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If you are working with individuals who are known to be aggressive or violent, it is recommended that you attend training in dealing with difficult / aggressive behaviour and self-defence.

9.2 Know the agreed ways of working for checking the identity of anyone requesting access to premises or information

Residential homes and day centres may have an open policy for visiting and you might see people who you do not recognise. In some working environments you and others may need a security code or special access pass to get in. You may need to wear an identification badge with your photo.
You should never let a stranger into the place you are working in and never let a stranger walk around your place of work. Ensure they have a right or need to be there and if you are in any doubt accompany them until they leave the premises or contact your supervisor / manager immediately. If you meet someone in a building who you think should not be there, smile and politely ask them if you can help. If they say ‘NO’ then ask if they would mind explaining ‘who they are and what they are doing?’ If they are visiting a relative or friend and you don’t know them they, they will be assured that the person they are visiting is in a secure place.

Never let a person into the building with you if you do not know them. Always ask for photo identification. Never give the door access codes to anyone who has no right or need to be in the building. If in doubt, ask your manager or supervisor.

**Missing Persons**
For the safety of individuals in a residential home or day care setting, it is important that their whereabouts is generally known at all times, particularly if they suffer from memory loss or conditions like dementia. The location of individuals living in a residential home and any appointments or outings should be communicated during the handover at the beginning of your shift.

Irrespective of where they live, any individual who appears to be missing must be reported to your supervisor / manager immediately. Your employer may have a missing persons policy.

**10. Managing stress**

**10.1 Recognise common signs and indicators of stress in yourself and others**

Stress is the way that you feel when too much pressure is placed on you.

A little bit of pressure can be positive, productive and motivating, but too much pressure can lead to negative stress. When we talk about stress we are usually referring to negative stress. **It is unhealthy for the mind and body.** Everyone reacts differently to stress and different people can cope with different levels of stress. In many cases, too much stress often leads to physical, mental and emotional problems. **Common signs and indicators of stress include:**

- Poor concentration / indecisiveness
- Over sensitivity
- Clammy / cold hands
- Insomnia / tiredness
- Work-a-holism / absenteeism
- Irrationality
- Forgetfulness
- Churning stomach / butterflies
- Pins and needles
- Negativity
- Indigestion / abdominal pain
- Loss of sense of humour
Feeling isolated and cut off
- Dry mouth / difficulty swallowing
- Pounding head / headaches
- Depression
- Palpitations
- Faintness
- Loss of libido

Feeling pressured
- Mental lethargy
- Chest pain
- Panic attacks
- Palpitations / rapid pulse
- Increased reliance on substances, for example, alcohol, cigarettes, drugs

10.2 Be aware of circumstances that tend to trigger stress in yourselves and others

Circumstances that tend to trigger stress include:

- Long, unsociable hours or shift work
- Work overload / under-load
- New technology
- Repetition
- Danger of injury or infection
- Difficult relationships at work
- Closed, negative policies
- Level of involvement in decision making
- Lack of autonomy or control
- Rapid, substantial change
- Poor communication at all levels

10.3 Know ways to manage stress

How to manage stress:

- Slow down / do one thing at a time
- Take up a new hobby or sport
- Don’t clock watch
- Don’t put things off
- Learn to say ‘NO’
- Reward yourself
- Take a 20 minute walk

Delegate work to others
- Accept yourself
- Separate work from home
- Keep a perspective about your work
- Take exercise
- Take some deep breaths
- Stretch your muscles

If you think you are stressed, try some or all of the above techniques to control or reduce your stress levels.
You must tell your supervisor / manager as your employer has a duty to support you to reduce work related stress.
11. Food safety, nutrition and hydration

11.1 Understand the importance of food safety, including hygiene, in the preparation and handling of food

You may be required to be involved in food preparation in your role and to do this you will need to have a good understanding of the principles of safe food handling. There are two levels relating to safe food handling, these are:

**Food Safety** – for people preparing drinks and snacks, for example, cups of tea, hot chocolate, making a sandwich or serving a piece of cake or fruit. Level 1 Food Safety training supports people to do these things properly and safely.

**Food Hygiene** – for people preparing and serving meals. Level 2 Food Hygiene training is mandatory for anyone preparing and serving meals.

Safe food handling can be broken down into four key areas: cleaning, cooking, chilling and cross contamination.

**Cleaning**
Effective cleaning is essential to get rid of harmful bacteria in the kitchen and to stop the bacteria from spreading. Often bacteria can collect in places that you might not expect. But anything that is touched by food or people’s hands could be covered in bacteria. In many food businesses the bacteria hotspots are:

- Fridge/freezer handles
- Tap handles
- Work surfaces
- Chopping boards
- Bin lids
- Can Openers

Cloths used to clean dishes and surfaces, and tea towels, can also spread bacteria. Make sure you wash and dry them thoroughly and replace them regularly, particularly when they are worn or damaged. Use paper towels or disposable cloths wherever possible.

**Cooking**
Thorough cooking is very important because it kills harmful bacteria in food. If bacteria survive in food because it isn’t cooked properly, it could make the individuals you support ill. Simple guidelines like you would use at home can help to ensure food is safely cooked.

- Only serve properly cooked food
- Serve food straight after it has been cooked or reheated.
- Inspect the food you are serving
- Make sure it is piping hot all the way through and that meat juices run clear

Food must reach a minimum of 85°C when cooking, reheating and serving.
**The grim truth about food poisoning**

There are millions of cases of food poisoning every year in the UK

Food poisoning occurs when people eat food that has been contaminated with harmful germs (particularly bacteria and viruses) or toxins (poisonous substances).

Bacteria need warmth and moisture to grow. They reproduce by dividing themselves, so one bacterium becomes two and then two become four and so on. In the right conditions one bacterium could become several million in 8 hours and thousands of millions in 12 hours.

This means that if a food is contaminated with a small number of bacteria and you leave it out of the fridge overnight it could be seriously contaminated by the next day. Then just one mouthful could make someone ill. If you put food in the fridge it will stop bacteria from multiplying.

Since you can’t see, taste or smell bacteria, the only way that you can be sure that food is safe is to follow good hygiene at all times.

Harmful bacteria can be found in humans, for example, eyes, nose, throat, stomach, skin and mouth. It can also be found in raw eggs, pets, soil, dust and dirt.

**Chilling**

Some foods need to be kept chilled to keep them safe, for example food with a 'Use by' date, food that you have cooked and won’t serve immediately or other ready-to-eat food such as prepared salads.

If these foods are not properly chilled, bacteria can grow and make people ill. Freezers need to be kept between -22 to -18°C and fridges need to be kept between 0-5°C.

**Hot food must never be put in the fridge**

**Cross-Contamination**

Cross-contamination is when bacteria spread between food, surfaces or equipment. It’s most likely to happen when:

- raw food touches (or drips onto) other food
- raw food touches (or drips onto) equipment or surfaces
- people touch raw food with their hands

If raw meat drips onto a cake in the fridge, bacteria will spread from the meat to the cake.
If you cut raw meat on a chopping board, **bacteria will spread from the meat to the board and knife.**

If you then use the same board and knife (without washing them thoroughly) to chop a cucumber, the bacteria will spread from the board and knife to the cucumber.

**Hands can also spread bacteria.** If you touch raw food and don’t wash your hands thoroughly you can spread bacteria to other things you touch. By avoiding cross-contamination, you can stop bacteria spreading.

**What you need to do**

- Keep raw and ready-to-eat foods separate and store correctly
- Clean surfaces and equipment thoroughly before you start to prepare food and after they have been used with raw food
- Wash your hands thoroughly after touching raw food
- Cover cuts and boils
- Wear protective clothing
- Cover hair
- Use separate utensils for raw and cooked foods
- Wash raw meat, vegetables, fruit and rice
- Let your manager know when you are unwell

Find out what types of food preparation you will be involved in and make sure you attend the right level of training.

**11.2 Understand the importance of good nutrition and hydration in maintaining well-being**

**Good nutrition provides energy** - The foods you eat provide the energy your body needs to function. Just like you need to put fuel in your car or recharge your cell phone battery, your body needs to be fed energy-providing foods every day. The main form of energy for your body is carbohydrates.

Carbohydrates are broken down into individual glucose, fructose or galactose units. If you don’t get enough carbohydrates, your body can make glucose from protein or fat and if you get too many carbohydrates, your body is very good at storing them as fat.
Good Nutrition Provides Raw Materials - Protein in the foods you eat is broken down into individual amino acids. Your body uses the amino acids to build and repair the various parts of your body.

Your muscles contain lots of protein and you need to replenish that protein through your diet. Your body also needs protein for components of your immune system, hormones, nervous system, and organs.

Another raw material your body needs is calcium. Calcium has several functions in your body but is best known as the mineral that is stored in your bones and teeth. You need calcium in your diet to keep your bones and teeth strong.

Your body also needs fats to be healthy. Membranes that contain fats surround all the cells of your body. Your brain has fatty acids, and fats are also needed to signal hormones.

Get a little extra help - Vitamins and minerals you get from your diet are just as important as carbohydrates, protein and fats; however, you only need them in small amounts. Vitamins and minerals help chemical reactions in the body happen a lot faster.

For example:

- Many of the B complex vitamins help your body burn carbohydrates for energy
- Vitamin A is needed for vision
- Zinc is involved in many metabolic processes
- Vitamin C helps keep connective tissue strong and your immune system functioning

A healthy, balanced diet will provide you with lots of vitamin and minerals. Good nutrition provides energy, structural components, vitamins and minerals.

Antioxidants usually found in fruit and vegetables help protect your body from damage that comes from the sun, pollution, smoke, and poor dietary choices.

Hydration - Drinking water is so important for good health. Your body is estimated to be about 60 to 70 percent water. Blood is mostly water and your muscles, lungs, and brain all contain a lot of water.

Your body needs water to regulate body temperature and to provide the means for nutrients to travel to all your organs. Water also transports oxygen to your cells, removes waste, and protects your joints and organs.
11.3 Recognise signs and symptoms of poor nutrition and hydration

**Poor diet and nutrition** are recognised as **major contributory risk factors for ill-health** and premature death.

The Government **recommends an intake of at least five portions of fruit or vegetables per person per day** to help reduce the risk of some cancers, heart disease and many other chronic conditions. This is a minimum.

**A good, well balanced diet can make an individual feel better physically and mentally.**

Poor nutrition can result in a variety of symptoms and conditions such as:

- Brittle nails
- Insomnia
- Dry skin and hair
- Anaemia
- Fatigue
- Constipation
- Digestive problems
- Low blood pressure
- Depression
- Excess water
- Blurred vision
- Inflamed eyes
- Irritability
- Immune impairment
- Bad breath
- Hair loss

**Signs of Dehydration**

**You lose water through urination, respiration, and by sweating.** If you are very active, you lose more water than if you are sedentary. Diuretics such as caffeine pills and alcohol result in the need to drink more water because they trick your body into thinking you have more water than we need.

Symptoms of mild dehydration include:

- Chronic pains in joints and muscles
- Lower back pain
- Headaches
- Constipation

**A strong odour to your urine, along with a yellow or amber colour indicates that you may not be getting enough water.** Riboflavin, a B Vitamin, will make your urine bright yellow. Thirst is an obvious sign of dehydration and in fact, you need water long before you feel thirsty.
11.4 Be aware of ways in which to promote adequate nutrition and hydration

You can help the individuals you work with by making sure you know yourself about health nutrition and hydration. You can share your knowledge with individuals and them give encouragement about how good nutrition and hydration will support them to live as healthily as possible.

**Dietary habits** are the decisions an individual or culture makes when choosing what foods to eat. Although humans are omnivores, each culture holds some food preferences and some food taboos. **Proper nutrition requires the proper ingestion** and equally important, the absorption of vitamins, minerals, and food energy in the form of carbohydrates, proteins, and fats.

**Poor diet and physical inactivity are major contributors to obesity.** There are serious health and economic consequences associated with obesity which can lead to heart disease, diabetes and other serious health conditions.

The word ‘diet’ is often used to describe an eating plan that is intended to aid weight loss. However, diet really refers to the food that a person eats during the course of a day or a week. **The more balanced and nutritious your diet is, the healthier you can expect to be.**

A balanced diet means eating the right amount of foods from all the food groups. No single food contains everything the body needs, so it is important that your diet is varied. Eating a balanced diet can:

- increase your life expectancy by keeping your heart and body healthy
- prevent many long-term illnesses
- help maintain a healthy body weight

**Hydration** - **Water is the best source for your daily fluid needs.** Other good beverages include milk, herbal teas, low-sodium broth, 100% fruit and vegetable juices.

Soft drinks will also count toward your daily total of fluid, just remember that sugar sweetened soft drinks and fruit juices add extra calories to your daily diet that you don't need.
Standard 8
Health and safety in an adult social care setting

1.1 Be aware of key legislation relating to health and safety in your work setting or situation

List the 5 key pieces of legislation related to health and safety in your work setting:

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1.2 Understand the main points of the health and safety agreed ways of working in your work setting

List some of the subjects that should have health and safety procedures or agreed ways of working:

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1.3 Know the main health and safety responsibilities of:

- You
- Your manager
- The individuals you support

List your main health and safety responsibilities within your work role:

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List your employer’s main health and safety responsibilities:
1. 
2. 
3. 
4. 

What health and safety responsibilities do the individuals you support have?
1. 
2. 
3. 

1.4 Know what you can and cannot do relating to general health and safety at your current stage of training

List the key tasks you will be involved in that require training before you are able to perform:

1.5 Know where and from whom additional support and information relating to health and safety can be accessed

Where can you get support and information in relation to health and safety?

2.1 Know why it is important to assess health and safety risks posed by the work setting or situation or by particular activities

Why is it important to assess health and safety risks in the workplace?
Who is responsible for risk assessment in the workplace?

What are the “Five Steps to Risk Assessment”?

**Step 1:**

**Step 2:**

**Step 3:**

**Step 4:**

**Step 5:**

<table>
<thead>
<tr>
<th>2.2 Understand how and when to report health and safety risks that you have identified</th>
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<td>What risks could you find in your work environment?</td>
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<td>What actions should you take if you identify risks?</td>
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<td>Why is it important to read a risk assessment before you assist with care?</td>
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### 3.1 Be aware of key pieces of legislation that relate to ‘moving and positioning’

List 4 key pieces of legislation that relate to moving and positioning:

1. 
2. 
3. 
4. 

### 3.2 Be aware of tasks relating to moving and positioning that you are not allowed to carry out at your current stage of training

What moving and handling tasks are you not allowed to do until you have been trained?

---

### 3.3 Understand how to move and position people and / or objects safely, maintaining the individual’s dignity and in line with legislation and agreed ways of working

What is the main purpose of a pre-handling assessment when moving and positioning individuals?

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What are the main areas for the pre-handling assessment PEACE?

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What are good handling techniques for lifting objects?

4.4 Be aware of different types of accidents and sudden illness that may occur in the course of your work

Following discussion with your supervisor / manager, name some of the more common accidents and sudden illnesses that have occurred in your work place:

4.2 Understand the procedures to be followed if an accident or sudden illness should occur in your work setting / situation

Following discussion with your supervisor / manager, write down what you have been told to do so far:

What is the single most important thing you can do in a health emergency if you have not been trained?
In the event of an accident or sudden illness, what does AMEGA stand for?

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In the event of an accident or sudden illness, what does DRAB stand for?

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**4.3 Be aware of tasks relating to emergency first aid that you are not allowed to carry out at your current stage of training**

What tasks relating to emergency first aid are you not allowed to carry out until you have been trained?

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| | | | |

**5.1 Understand the main points of agreed ways of working about medication agreed with your employer**

What are your responsibilities relating to medication in your workplace?

| | | | |
| | | | |

What tasks relating to medication are you NOT allowed to carry out in your workplace until you have been trained?

| | | | |
| | | | |
You support someone who regularly takes a prescribed medication and they ask you to help them to take a ‘natural remedy’ that their relatives found out about on the internet. The medication is not in their care plan. What you would you do in this situation?

5.2 Understand the main points of agreed ways of working about health care tasks agreed with your employer

What are your responsibilities relating to medical procedures in your workplace?

5.3 Be aware of tasks relating to medication and health care procedures that you are not allowed to carry out at the current stage of training

What tasks relating to medical procedures are you NOT allowed to carry out in your workplace until you have been trained?

6.1 Be aware of the hazardous substances in your workplace

What hazardous substances might you find in your workplace:
6.3 **Be aware of safe practices for**
- Storing hazardous substances
- Using hazardous substances
- Disposing of hazardous substances

**What are safe practices for storing hazardous substances in your workplace?**

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**What are safe practices for using hazardous substances in your workplace?**

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**List 3 hazardous substances**

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**How you would dispose of each substance?**

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7.1 **Know the main routes by which infection can get into the body**

**How does infection get into the body?**

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**What is needed in order for infection to spread?**

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</tbody>
</table>
### 7.2 Understand the principles of effective hand hygiene

What are the 6 steps of effective hand washing?

**Step 1:**

**Step 2:**

**Step 3:**

**Step 4:**

**Step 5:**

**Step 6:**

How long should correct hand washing take?

### 7.3 Understand ways in which your own health or hygiene might pose a risk to the individuals you support or to other people at work

How could your own health and hygiene pose a risk to the individuals you support and the other people you work with?

### 7.4 Be aware of common types of personal protective clothing, equipment and procedures and how and when to use them

<table>
<thead>
<tr>
<th>What Personal Protective Equipment will you use in your job role?</th>
<th>When will you use each one of these?</th>
</tr>
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<tbody>
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</tbody>
</table>

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### 7.6 Be aware of principles of safe handling of infected or soiled linen and clinical waste

<table>
<thead>
<tr>
<th>What is clinical waste, give examples?</th>
</tr>
</thead>
<tbody>
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<table>
<thead>
<tr>
<th>How can you prevent contamination of clinical waste?</th>
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</table>

<table>
<thead>
<tr>
<th>How can you prevent contamination in laundry?</th>
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</table>

### 8.1 Understand practices that prevent fires from:
- Starting
- Spreading

<table>
<thead>
<tr>
<th>What 3 things does a fire need to start?</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>What can help a fire to spread?</th>
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<table>
<thead>
<tr>
<th>What important information do you need to follow about fire doors?</th>
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</tbody>
</table>
What important information do you need to follow about fire exits?

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>What procedures should you follow in your workplace in the event of fire?</td>
<td></td>
</tr>
<tr>
<td>What security procedures exist in your workplace(s)?</td>
<td></td>
</tr>
<tr>
<td>What are the risks for you and the individuals you care for, if you do not follow security measures?</td>
<td></td>
</tr>
<tr>
<td>What difficulties are you likely to experience working alone and what can you do to reduce these problems?</td>
<td></td>
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</tbody>
</table>

8.2 Be aware of emergency procedures to be followed in the event of a fire in the work setting

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>What procedures should you follow in your workplace in the event of fire?</td>
<td></td>
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</tbody>
</table>

9.1 Understand measures that are designed to protect your own security at work, and the security of those you support

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>What security procedures exist in your workplace(s)?</td>
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</tr>
<tr>
<td>What difficulties are you likely to experience working alone and what can you do to reduce these problems?</td>
<td></td>
</tr>
</tbody>
</table>
9.2 Know the agreed ways of working for checking the identity of anyone requesting access to premises or information

What systems are in your workplace to protect everyone from intruders?

What is acceptable proof of identity?

What do you do if an individual might be missing?

10.1 Recognise common signs and indicators of stress in yourself and others

Name 10 of the common signs and indicators of stress?
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

10.2 Be aware of circumstances that tend to trigger stress in yourselves and others

What circumstances could trigger stress?

If you feel you might be suffering from stress, what would you do?
If you determine an individual in your care is stressed, what would you do to help them?

11.1 Understand the importance of food safety, including hygiene, in the preparation and handling of food

Why is food safety and hygiene important, in the handling and preparation of food?

What are the potential hazards to health and safety associated with food handling and its preparation?

What do you need to do to manage good food hygiene?
11.2 Understand the importance of good nutrition and hydration in maintaining well-being

Why is good nutrition and hydration important?

---

11.3 Recognise signs and symptoms of poor nutrition and hydration

List 10 common signs and symptoms of poor nutrition:

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 

What are the signs and symptoms of poor hydration:

---

11.4 Be aware of ways in which to promote adequate nutrition and hydration

How can you promote nutrition and hydration?

---
Shall we find out what you have learnt?

Now that you have completed this section you can have a go at the online assessment for Common Induction Standard 8.

To do this you will need to visit www.cis-assessment.co.uk and log on by entering your username and password in the boxes provided.

You will then be able to select Common Induction Standards then Standard 8. Don't forget to read the instruction page before you start.

Once you have completed this assessment and had a discussion about the results with your line manager, you may want to do a little more learning and / or return to your results and record additional evidence.

You can also print out the results pages (which include any additional information you have added) for your Induction Folder and CPD Portfolio.

http://www.cis-assessment.co.uk

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