

Care Skillsbase: Skills Check 4

Health and Safety Responsibilities

Interviewer's pack

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- Personal development form

Summary	
Suitable for	Care/support worker
Skill checked	Reading
Covers	Language and concepts associated with health and safety law, and risk assessment
Learning for interviewer	Can the member of staff understand written information on health and safety law and risk assessment?
Learning for member of staff	Health and safety law, risk assessment
Approx time needed	Total: 30 minutes (15 minutes for Skills Check and 15 minutes for feedback)
How it works	Offers information about health and safety and asks 'tick-box' reading comprehension questions. Discuss the person's answers to check understanding.
Before you start	Read the general guidance in the Skills Check area of the Care Skillsbase website.

We welcome suggestions to improve this Skills Check. Please use the contact form on our website at www.scie.org.uk/careskillsbase

Understand the Job: Health and Safety Responsibilities

For general use

Effective communication is vital in health and social care. Use this activity to learn more about the **communication skills** you will be using in your job.

First, write your name and today's date on the line below.

(First name)

(Last name)

(Date: Day-Month-Year)

1. Did you know?

There are laws about safety at work. Those laws inform our policies and procedures. Workers as well as managers must know about health and safety law. Here are some laws to be aware of.

1. Health and Safety at Work Act 1974 (HASAWA)
2. Manual Handling Operations Regulations 1992 (amended 2002)
3. Control of Substances Hazardous to Health 2002 (COSHH)
4. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
5. Health and Safety (First Aid) Regulations 1981

2. Match each activity to one of the five laws

List of activities

Tick (✓) the law that covers the activity

- | | | | | | |
|--|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| (a) What to do when a person falls and is hurt | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| (b) Use of a hoist | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| (c) Using cleaning chemicals | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| (d) Filling in an Accident Record | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| (e) Completing a risk assessment | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |

3. Doing a risk assessment

At the heart of health and safety are **risk assessments**. Here are **five** risk assessment **steps**.

- Step 1 Identify the hazard
- Step 2 Decide who might be harmed and how
- Step 3 Evaluate the risk and decide on precautions
- Step 4 Record your findings and implement the precautions
- Step 5 Review your assessment and update if necessary

Read this short risk assessment story.

I found a ripped carpet square in the hall. A service user, visitor or member of staff could trip over it and fall at any time. It's a very busy area so there was a high risk of accident. I marked it with hazard tape and reported the rip to my supervisor, who sent a report to the Health and Safety manager. The carpet has been repaired now, but I'm going to check it again for wear and tear in six months.

Does the story include Step 1 Step 2 Step 3 Step 4 Step 5 ?

Understand the Job: Health and Safety Responsibilities For general use (NI)

Effective communication is vital in health and social care. Use this activity to learn more about the **communication skills** you will be using in your job.

First, write your name and today's date on the line below.

(First name)

(Last name)

(Date: Day-Month-Year)

1. Did you know?

There are laws about safety at work. Those laws inform our policies and procedures. Workers as well as managers must know about health and safety law. Here are some laws to be aware of.

1. Health and Safety at Work (Northern Ireland) Order 1978 (HSWO 1978)
2. Manual Handling Operations Regulations (Northern Ireland) 1992
3. Control of Substances Hazardous to Health Regulations (Northern Ireland) 2003 (COSHH)
4. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997
5. The Health and Safety (First Aid) Regulations (Northern Ireland) 1982

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Does the story include Step 1 Step 2 Step 3 Step 4 Step 5 ?

Understand the Job: Health and Safety Responsibilities

For domiciliary use

Effective communication is vital in health and social care. Use this activity to learn more about the **communication skills** you will be using in your job.

First, write your name and today's date on the line below.

(First name)

(Last name)

(Date: Day-Month-Year)

1. Did you know?

There are laws about safety at work. Those laws inform our policies and procedures. Workers as well as managers must know about health and safety law. Here are some laws to be aware of.

1. Health and Safety at Work Act 1974 (HASAWA)
2. Manual Handling Operations Regulations 1992 (amended 2002)
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- Step 5 Review your assessment and update if necessary

Read this short risk assessment story.

I found a ripped carpet in the hall. Mrs Kay or a visitor could trip over it and fall at any time. It's just outside the toilet so there is a high risk of accident. I marked it with hazard tape and told Mrs Kay to take care. I phoned the office and reported the rip to my supervisor. It was fixed a week later. A risk assessment review of Mrs Kay's house is planned in six weeks.

Does the story include Step 1 Step 2 Step 3 Step 4 Step 5 ?

Understand the Job: Health and Safety Responsibilities For domiciliary use (NI)

Effective communication is vital in health and social care. Use this activity to learn more about the **communication skills** you will be using in your job.

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Does the story include Step 1 Step 2 Step 3 Step 4 Step 5 ?

Feedback form	Date:			
Staff member's name				
Staff member's job title				
Interviewer's name				
Interviewer's job title				
1. Interviewer's view	The member of staff ...	No	Partly	Yes
a.	Used reading skills effectively.			
b.	Understood what key words and ideas mean for their work.			
2. Interviewer's reasons	The member of staff ...	No	Partly	Yes
a.	Read the activity sheet unaided, with understanding.			
b.	Completed the activity accurately (showing good reading comprehension).			
c.	Completed the activity within the allocated time (showing ability to use written information quickly).			
d.	Demonstrated understanding of all key words and concepts.			
3. Next steps to help develop skills and knowledge for the job		Yes	No	
a.	Interviewer will arrange monitoring, feedback and support from a supervisor.			
b.	Interviewer and member of staff will plan personal development to improve member of staff's understanding of key social care words and ideas.			
c.	Interviewer and member of staff will plan personal development to improve member of staff's reading skills.			
4. Interviewer's signature	Staff member's signature			

Use the other side of this sheet for notes.

Personal development form	Date:	
Staff member's name		
Staff member's job title		
Interviewer's name		
Interviewer's job title		
1. Learning aim: to work safely and meet quality standards, the member of staff should develop the following reading skills	Tick (✓) if 'yes'	
a. General reading skills (to understand written information quickly and accurately).		
b. Care work reading skills (to deal effectively with work-related written information).		
c. Care vocabulary (to understand key words and ideas and how they relate to the job).		
2. How will the learning happen?		
3. What support and resources will be needed to make the learning successful?		
4. When will the learning happen?		
5. How will we know the learning has been successful?		
6. Progress review date		
7. Interviewer's signature	Staff member's signature	