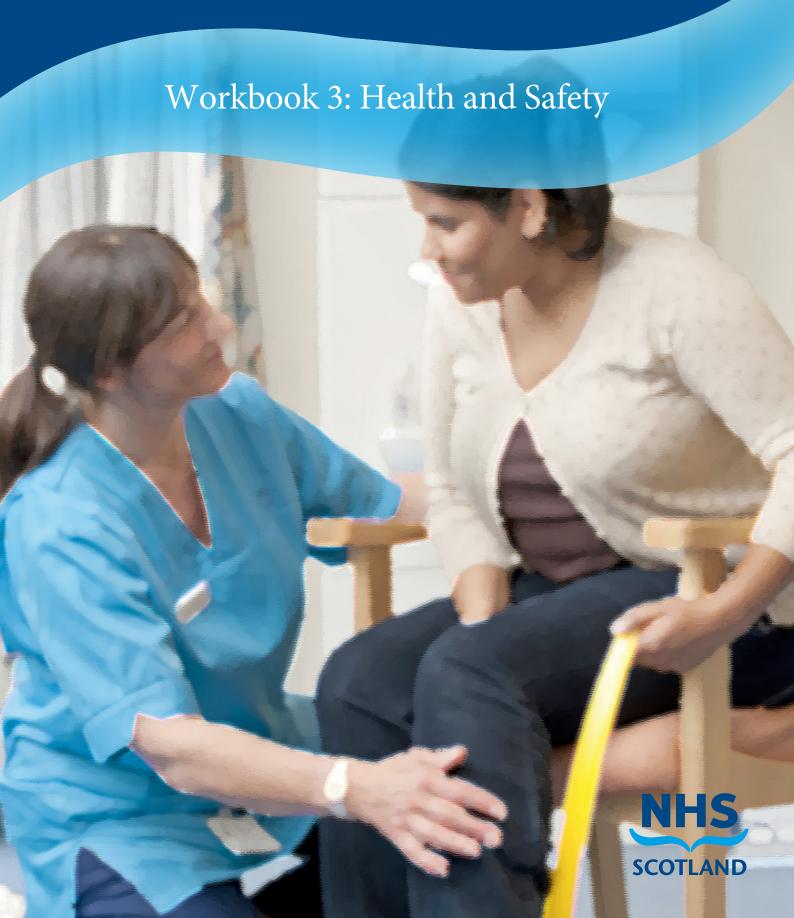


NHS Training for AHP Support Workers



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3.1 Aim

The aim of this workbook is to introduce the Healthcare Support Worker (HCSW) to health and safety and to provide the knowledge to deal with health and safety issues in the workplace.

3.2 Learning Outcomes

By the end of this workbook you will be able to:

- Prepare and deliver an in-service training session using appropriate teaching aids.
- Explain what yours and your employer's responsibilities are for health and safety at work.
- Identify major risks to you, colleagues and patients.
- Minimise risks by recognising them and reporting them to the appropriate person.
- Demonstrate that you can keep yourself, colleagues and patients safe.

3.3 Risks

Ø	Activity
B.	Activity

Identify and list any current risks within your w	vorkplace?
Evidence	
Write down the risks that are common and wh	no might be in danger from each.
Remember that risks are not just manual ha	ndling they might include risk of
Remember that risks are not just manual ha infection or risks from bullying.	ndling they might include risk of
	ndling they might include risk of
infection or risks from bullying.	ndling they might include risk of Endangers
infection or risks from bullying. For example:	
infection or risks from bullying. For example: Risk	Endangers
infection or risks from bullying. For example: Risk Injury from being handled badly	Endangers patients
infection or risks from bullying. For example: Risk Injury from being handled badly Injury from faulty equipment	Endangers patients patients and staff
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infection or risks from bullying. For example: Risk Injury from being handled badly Injury from faulty equipment	Endangers patients patients and staff

Can you think	of any others?		

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Workbook 3 Health and Safety

3.4 Duties

Employers and employees have duties under health and safety law. As an employee it is your duty to:

- Look after your own safety, the safety of your colleagues, your patients and anyone else on the premises.
- Co-operate with your employer so that they can carry out their duties under the law, this means obeying health and safety regulations.
- Not to tamper with misuse anything provided in the interests of health and safety.

The employer's duty is to:

- Provide a safe and healthy workplace for all employees, contractors, patients and others on the premises.
- Produce a written statement of general policy on health and safety at work, identifying the main risks to safety, the precautions to be taken and who is responsible for taking them.
- Provide employees with training in health and safety.
- Ensure that a member of staff is appointed as health and safety representative, in organisations with seven or more employees.

Most organisations produce written guidance for staff telling them what to do to ensure the health and safety of staff and patients.



Find out where to obtain the Health and Safety Policy that applies to your
place of work. Obtain one and read it carefully.
Where did you find it?
What did you not understand and how did you obtain an explanation to enable
you to understand it better?
you to understand it better:

vvnat	training	does	the	organisation	provide?) How	often	should	you
under	take an u	ipdate?	•						
1 4 71 .									
				afety represe			you co	ontact th	em?
				afety represe alth and safte			you c	ontact th	em?
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Where is the first aid box kept? What items does it contain and when should
you use these items?
What should you do in the event of a cardiac arrest or in the event of a patient
becoming unwell when working with them?
If you see a hazard how should you report it?
in you see a nazara new should you report it:

3.5 Working in the Patients Home

Health and safety law still applies when you are working out of the hospital in a patient's home. The NHS has no legal responsibility to make a patient's home safe for you to work in, but it cannot force you to work in a patient's home which puts you at risk.

3.6 The Law

There is a lot of legislation that affects health and safety in care work. You do not need to be familiar with the details of the legislation, but you need to be aware of how the legislation affects your responsibilities.

The Health and Safety Executive regulates health and safety at work and has powers to inspect organisations where it thinks practice is unsafe, and to prosecute for breaches of health and safety law. It makes regular inspections to ensure that regulations are maintained.

The main legislation governing health and safety is the Health and Safety at Work Act (1974). There are a number of specific areas for which additional legislation has been introduced including:

Area	Legislation
Dangerous substances	Control of Substance Hazardous to
	Health Act (1988)
Food Safety and Hygiene	Food Safety Act (1990)
The Control of Infectious Diseases	Public Health (Control of Diseases)
	Act (1984)
Manual Handling	Manual Handling Regulations (1992)

3.7 Civil and Criminal Law

The civil law allows people who have been injured or made ill by the actions or negligence of others to sue them for damages. Putting another person's safety at risk can be a criminal act, leading to arrest, trial and imprisonment.

Activity
Describe your and your employer's responsibilities for health and safety at work.
Your responsibilities:
Your employer's responsibilities:

3.8 Manual Handling Risks

Back injury from handling patients is one of the most important health risks faced by health workers. Handling includes helping people out of chairs or supporting them whilst walking, as well as more hazardous procedures such as helping people out of bed or therapeutic handling.

Manual Handling Regulations (1992)

These regulations require your employer to provide training in safe movement of people or heavy or bulky items and to provide appropriate lifting equipment when needed. All NHS employees should have attended manual handling training courses and have regular updates. Ensure that you have attended this training.

Failure by an employer to provide proper equipment and training means that they can be sued for damages by you if you become injured as a result of manual handling. If you injure someone else because you have not been properly trained, they or their relatives can sue your employer.

Failure to prevent injury caused by manual handling may be considered a criminal offense and imprisonment may be imposed for the person responsible. Your employer cannot force you to move patients if you have not been trained to do so, or if the moving should be done with equipment rather than manually.

It is illegal for an employer to dismiss someone for refusing to move patients without proper training or when it is dangerous to do so.

In your manual handling training, you will have been trained in risk assessment. Remember to consider the factors involved:

The Load

Is it heavy, long, unpredictable, difficult to grasp; does it require bending or twisting? Is it positioned requiring it to be held at a distance from the handler?

The requirements of the activity

Does it require excessive lifting, lowering or carrying? Is there insufficient rest? Is the rate of work imposed on you too strenuous? Is it only achieved by twisting, or made with the handler in an unstable position?

Environment

- Is there enough room to carry out the activity?
- Is the floor uneven or are there tripping hazards?
- Is it difficult to handle loads at a safe height or with good posture?
- Is the floor or are the footplates unstable?
- Is the temperature, humidity or ventilation unsuitable?

Is it difficult for two handlers to operate? perform regularly.	Think of three handling activities you
periorini regulariy.	



For each, using the headings above, identify the risks involved. Tasks such as sit to stand with a patient, getting a patient out of bed, or walking with a patient might be examples.

Example:

Task 1

Assisting a patient to stand:

- Patients not always predictable
- Not enough space at bed for two handlers
- Brakes on wheelchair not always effective etc

	_		
Task 2			

Workbook 3 Health and Safety Task 3 **Hazards from Equipment** 3.9 It is unlikely that there may be risks from equipment that you use with your patients. It may include kitchen equipment such as cookers, toasters, cutlery and utensils or it may be mobility aids – wheelchairs, hoists and frames. You will have been instructed in how to use the equipment, but you need to also consider possible dangers. List the various pieces of equipment that you use.

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Consider what the potential hazards are due to misuse or malfunction and write down whom any malfunctions should be reported to. If you are unsure ask your supervisor or manager.

Equipment	Possible hazards or danger	Report malfunction to
Wheelchairs	Brakes not working	Wheelchair services

Any equipment that is not working properly should be marked stating it is out of order. It is everyone's responsibility to do this.

Make sure that all equipment is used safely. You must be properly trained to use any potentially dangerous equipment. You should make sure that all equipment is stored safely and that there are accurate records of any potentially hazardous equipment.

Your supervisor will sign to indicate that you can identify hazards relating to malfunction of equipment and know whom it should be reported to.

3.10 Incident Reporting

To comply with the law, all employers must keep a record of accidents or incidents occurring on the premises. The records may be written in specific forms, or more recently, recorded electronically.

In the NHS these forms are known as IR1's and include:

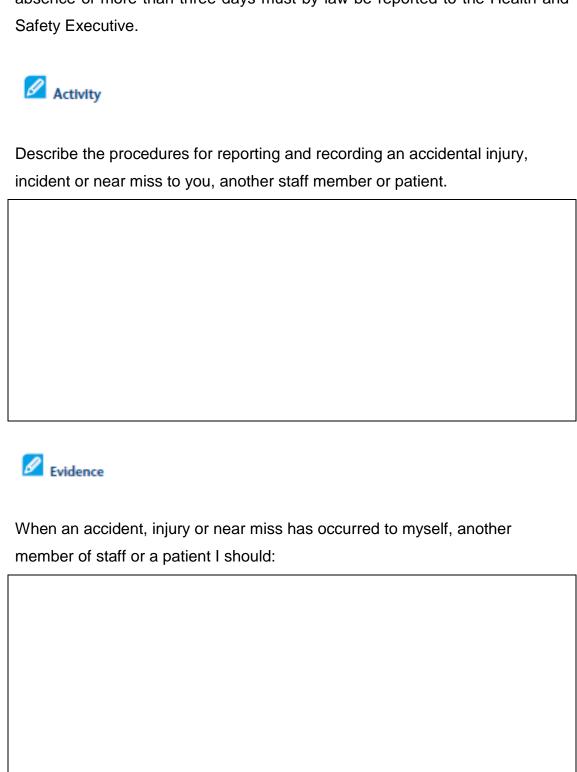
- The nature of the incident
- The date and time
- Where the incident occurred
- What may have caused the incident
- Who was involved and who, if anyone, was injured
- What action was taken
- What precautions have been taken to prevent recurrence
- The name of the person making the report
- A signed statement by any witness

In the NHS these are incident forms, rather than accident forms because the system is used to record incidents such as acts of violence towards staff and break-ins as well as near misses.

Recording these incidents is important because:

- The report may highlight changes that need to be made to the safety policy, or to procedures
- An injured person may want to claim damages and an accurate record will ensure that the NHS has full details of the incident
- If there are no records, the court will be likely to believe the injured party, whatever really happened

Serious accidents resulting in death or those resulting in an employee absence of more than three days must by law be reported to the Health and Safety Executive.





Describe an accident or incident in which you were involved. What happened and why?



Without identifying patients or staff (use imaginary names and addresses), complete a blank proforma for the incident and use it as evidence in your portfolio.

Your supervisor will sign to indicate that you can describe and carry out the procedure for reporting and recording accidents or incidents in your work place.

3.11 Health and Safety Workbook Completion

Your mentor / supervisor will sign your portfolio to indicate that you have completed this workbook successfully.

Objective	Supervisors Signature	Date
Identify common risks in own workplace		
and who would be in danger from		
those risks		
Identify health and safety procedures		
in the workplace		
Locate health and safety policy		
Identify mandatory training and knows		
update intervals		
Identify Health and Safety rep		
and can describe their role		
Locate the first aid box and		
understand its contents and		
when to use		
Understand the procedure for cardiac		
arrest		
Describe the procedure in event of		
patient illness		
Describe safety hazard reporting		
procedures		
Describe own responsibilites for health		
and safety at work		
Describe employer's responsibilities		
for health and safety at work		
Identify risks of manual handling tasks		
performed in the workplace		

Identify possible hazards or dangers			
due to misuse or malfunction of			
equiment, who is repsonsible and			
whom to report to			
Describe the procedure for reporting			
and recording accidents, incidents or			
near misses to staff and patients			
Can correctly follow procedure following			
an accident or incident			
Support worker (name)			
Support workers signature			
Supervisor (name)			
Supervisors signature			
Date			

3.12 Health and Safety Reflection

Suggested KSF Dimensions: C1, C3, EF1

This form should be placed in the appropriate section of your portfolio.

What did you learn from this	module?
How has this influenced your	work?
Date module completed	
Date module completed	







