



Health and Safety

Workbook

Name of trainee:

An employer is an individual or organisation that hires and pays people to work for them. Employers have a legal duty to safeguard the health, safety and welfare of those they employ and those affected by their business.

List 4 things an employer must provide:

- 1.
- 2.
- 3.
- 4.

Employers must ensure that they:

Consult with staff regarding health and safety

Purchase insurance that protects their employees in case of accidents or injuries at work

Risk assess and put measures in place to manage those risks

Complete the paragraph below using the words provided:

An employee is someone who is _____ and _____ for their work. Although employers have the main _____ and _____ responsibility in the workplace, employees have some _____ responsibilities too.

health

safety

hired

paid

legal

As an employee, you **must**:

- ✓ Take care of your own health and safety
- ✓
- ✓
- ✓
- ✓

Keeping records of where problems might arise and developing policies and procedures will help prevent mistakes and injuries.

Describe what the word 'competent' means in relation to a competent person who knows what to look for when identifying problems and how to tackle them:

Safe working is a team exercise, we all have moral and ethical responsibilities by law.

Within the work environment, there will be certain risks that have the potential of causing harm. These risks must be assessed and managed, to prevent harm from occurring.

Risk assessment is how to identify a genuine problem and prevent it by deciding:

The _____ of it going wrong.

The _____ if it did go wrong.

Identify the **three** levels of likelihood:

- 1.
- 2.
- 3.

You have to make a decision on the level of risk by using your judgement and risk assessment to assist you. If something went wrong, what would the implications be? Circle the **3** correct answers:

| | | | | | | | | |
|----------|---------|-------|-------|-----------|-----|------------|----------|-------------|
| moderate | serious | major | minor | important | bad | negligible | worrying | significant |
|----------|---------|-------|-------|-----------|-----|------------|----------|-------------|

Clients may wish to undertake activities which could put them at some degree of risk. In these instances, it is important to take a **person-centred approach**, balancing the safety of the individual with their needs and dignity.

Give **3** examples of potential risks and explain how you might reduce those risks and help the client to work towards achieving the outcomes that are important to them:

| | Potential risk | How to reduce the risk |
|---|--|------------------------|
| 1 | Person wanting to be left alone in the bathroom and history of falling | |
| 2 | | |
| 3 | | |

Any substance that you're exposed to in a working context that could harm your health is a substance hazardous to your health. All such substances need to be managed. The law that ensures this is known as the **Control of Substances Hazardous to Health (or CoSHH)**.

Identify **3** hazardous substances you may come into contact with in the course of your duties:

-
-
-

Now explain the measures that can be put in place to reduce the risk of harm from these substances, by either eliminating the use of the substance completely or preventing exposure:

| Hazardous substance | Measures to reduce the risk of harm |
|---------------------|-------------------------------------|
| Cleaning products | |
| | |
| | |

Personal Protective Equipment known as **PPE** includes:

-
-
-
-

Managing the control of infection is a legal obligation for care providers. All care establishments should have a written policy about the control and prevention of infection which outlines everyone's responsibilities.

Identify **4** examples of infection control:



Hand hygiene is the single most important measure in breaking the chain of infection.

Explain how to use **hand sanitiser** correctly:

The points at which you must wash your hands when caring for a client are:

| Entry | True | False |
|---|------|-------|
| Before performing a clean procedure | | |
| Before brushing your hair | | |
| Before handling food | | |
| Before using the toilet | | |
| Before putting your coat on | | |
| After contact with the client | | |
| After handling laundry | | |
| After coming away from the client's room | | |
| After using the toilet | | |
| After exposure or potential exposure to bodily fluids | | |

Unfortunately care workers can be accidentally pricked by a needle. Needlestick injuries are potentially serious, putting the person at risk from bloodborne diseases such as **HIV** or **Hepatitis C**.

List 5 safety precautions when using sharps:

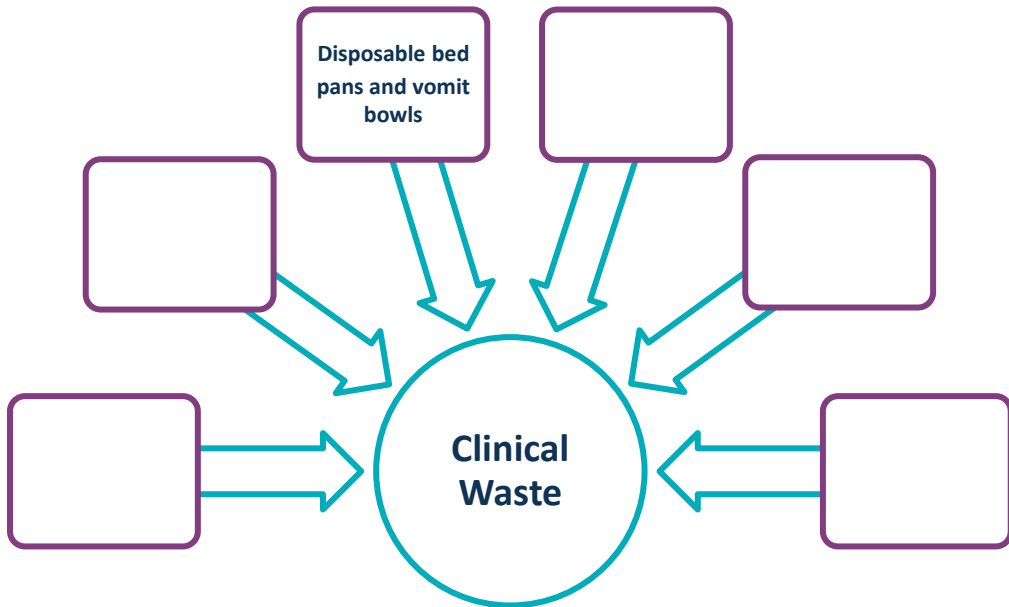
-  _____
-  _____
-  _____
-  _____
-  _____

Action to take if a needlestick injury occurs:

| Action | Yes | No |
|---|-----|----|
| Suck the wound | | |
| Encourage the wound to bleed gently | | |
| Clean it using plenty of soap and water under hot running water | | |
| Scrub the wound whilst washing | | |
| Dab dry gently | | |
| Cover with a clean waterproof plaster | | |
| Inform the most senior person on duty | | |
| Complete the accident book | | |
| Seek urgent legal advice | | |

Used sharps must be disposed of in a specialist sharps container and nowhere else. Make sure the sharps container does not get more than 75% full and do not dispose with clinical waste; sharps containers have to be collected and disposed of by a specialist service.

Complete the mind map with examples of **clinical waste**:



Any waste that involves human tissue, human waste products or dressings is **clinical waste** and must be disposed of as such - never in the regular, non-clinical, waste.

Match the waste to the appropriate colour bag:

waste bins

yellow waste bags

clinical waste

black waste bags

Over 10% of medications administered, on average, are wrong in some way. Only those who are properly trained and competent may administer medication and they must be formally authorised to do so by their employer and client.

Identify the key concepts which medication training should cover, as a minimum:

| | |
|-------------|--|
| 1. Disposal | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |

Your workplace will have policies and procedures for the handling and administration of medicines; make sure you are familiar with them and follow them carefully.

Food hygiene is part of any care provider’s risk management and demands good practice. By law you must provide food and drink that is safe and wholesome. This means ensuring that every aspect of food handling is hygienic and that food risks are well managed.

Explain what the term ‘food handler’ means:

Food poisoning can put those you care for at risk of serious illness.

Who should always be notified whenever a case of food poisoning occurs?

Laundry and linen can be an infection risk. Outline how to handle laundry and linen safely:

Infections occur as a result of being exposed to disease-causing micro-organisms, such as

_____, _____ and _____.

If you suspect an infectious disease in yourself or a client, notify your manager. Prompt reporting is essential to control the spread of an infection.

Identify 4 additional signs of infection in the elderly and vulnerable:



Explain the meaning of the following terms and give an example for each:

Outbreak _____

An example of an **outbreak** is _____

Notifiable disease _____

An example of a **notifiable disease** is _____

List measures to reduce the transmission of infections:

- Long hair should be tied back
-
-
-

Identify 3 facts about **Legionella**:

○ _____

○ _____

○ _____

Smokers and people with chronic respiratory or kidney disease are among those particularly at risk from Legionnaire’s disease. Therefore, a competent person should assess the water system on the premises and put in place any necessary measures. Regular water testing can be a constructive preventative measure.

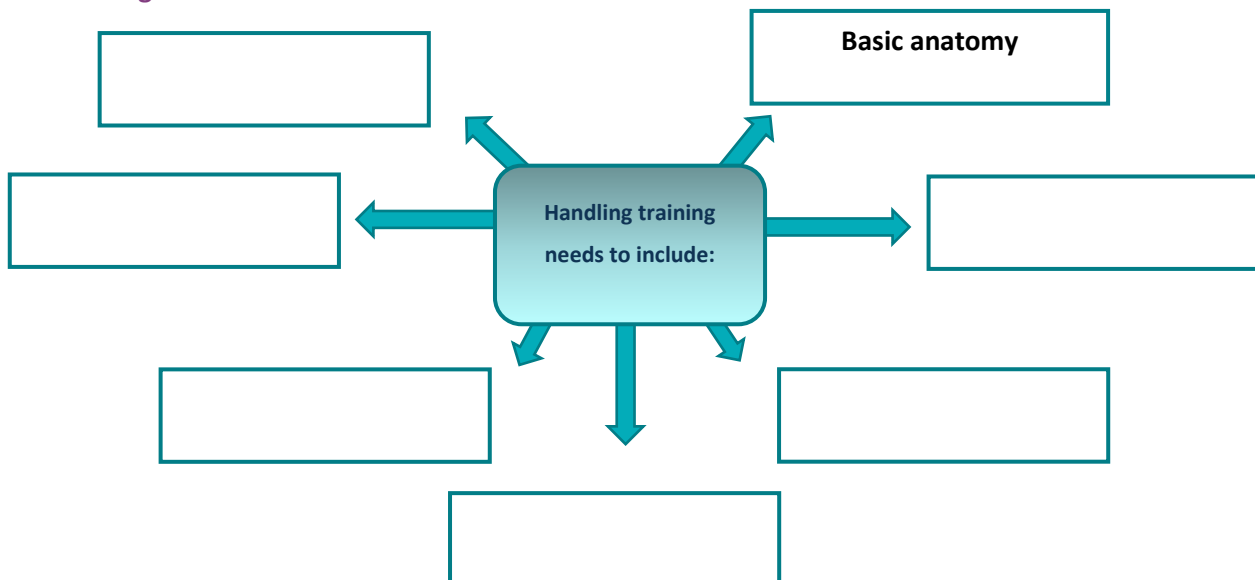
Scalding is a very serious injury, and can be caused by contact with hot water or surfaces. Fill in the temperatures below, where scalding is likely to occur:

- Water above _____ °C
- Surfaces above _____ °C

Complete the table below:

| Scalding hazard | How to reduce the risk |
|-----------------|------------------------|
| Radiators | |
| | |
| | |

A large number of injuries to care workers are moving and handling related. Safe handling training is a legal requirement and must be given to new workers immediately when they start and updated regularly. Complete the mind map below, to identify what needs to be covered in moving and handling training:



Handling assessments must be carried out for clients. They should be person-centered, balancing the client’s autonomy and dignity alongside the safety of the worker. They must take into account the individual’s needs and situation, as well as needs that may arise in different environments.

Complete the table below to identify **moving** and **handling** risks and how to minimise these risks:

| Moving and handling risks | How to minimise risks |
|---------------------------|-----------------------|
| Pushing wheelchairs | |
| | |
| | |

It is very important to prevent slips and trips in the working environment, both for yourself and those you care for, as it can result in potential life-changing injuries.

Fall risks must be assessed, taking into account the individual needs of employees and clients. Outline potential **fall risks** in a care setting:

- 1.
- 2.
- 3.
- 4.

Falls may be _____ or a deliberate act of _____.

There is a huge potential for accidents when using work equipment. Using correct, well-maintained equipment by trained staff can help prevent accidents and reduce risk.

Complete the table below to describe safety precautions which can be implemented to prevent accidents and reduce risks when using work equipment:

| Work equipment | Safety precautions |
|----------------|--------------------|
| Wheel chairs | |
| Passenger lift | |
| Stair lift | |
| Bed rails | |

When working in a care setting, you may be exposed to challenging behaviour. Such behaviour can, for example, be **physical**, **verbal** or **threatening**.

Identify 5 reasons why a client could become violent or aggressive:

- ✓
- ✓
- ✓
- ✓
- ✓

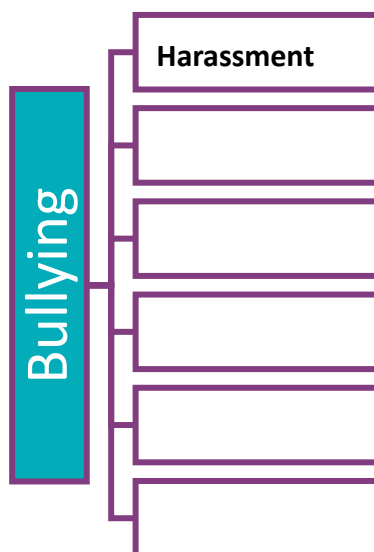
When assessing the risk from challenging behaviour, you should consider the general risk of the working environment and also any risks that particular individuals may pose.

If an incident does occur, notify your manager; it must be reported and followed up.

1 in 4 people will experience a mental health problem at some point during their life, such as anxiety or depression. Your mental health is just as important as your physical health.

Describe ways in which you can improve your daily working life:

Bullying is unforgivable, unacceptable and not to be tolerated. Find examples of bullying to complete the diagram below:



You must report the matter immediately. If you know someone who is being bullied and do nothing about it, you're as bad as the bully – take action!

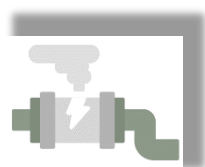
Care homes must make sure they adhere to workplace law to ensure a safe working environment, as well as being a comfortable home for clients.

Note 3 reasons why the identity of visitors must always be checked:



Starting on your first day, your employer must provide you with **fire training** as part of your induction, so that you know what actions to take to safeguard yourself and those you care for in the event of a fire.

Explain why clients may be particularly at risk from fire:



Gas equipment must be checked at least annually by a registered engineer and an appropriate certificate of safety issued.

If you suspect a gas leak, list 3 actions you must take:

- ✓
- ✓
- ✓

Match the following **hazardous material** with its description:

| Material | Description |
|-------------|---|
| Asbestos | This energy source causes relatively few problems but where problems do arise, they can be fatal. The law requires that equipment powered by this energy source must be maintained. The type and frequency of equipment testing will depend on the nature of the equipment, what it is being used for and the environment in which it is being used. This will be determined by your risk assessment process. |
| Radon | Buildings constructed prior to the year 2000 may contain this material. It can cause serious lung conditions when breathed in. A survey may be helpful. If this material is present, you may need to seek specialist advice on how to manage it. |
| Electricity | This is a radioactive gas occurring naturally throughout the UK. Exposure to high levels of this gas can increase cancer risk. If your work premises is located in an area with high levels, an assessment may be necessary and building works carried out to reduce the risk. |

When you use **display screen equipment (DSE)** continuously for an hour or more on a daily basis, you must have a workstation assessment annually, as you may be at risk from health issues such as visual problems, back pain or repetitive strain injuries. Further assessments should be carried out when a new DSE worker begins or a new workstation is set up, changed, or the worker complains of pain or discomfort.

Outside areas at your premises have their own hazards, which need to be assessed and managed.

Complete the paragraph below using the words provided:

Take all necessary precautions when using electrical and petrol gardening equipment. Wear appropriate _____ and proper _____. Equipment should be _____ regularly and _____ instructions have to be followed. Refuelling _____ gardening equipment must be done outside and with the machine _____ off. Use proper petrol containers and keep supplies securely locked away in proper marked _____ cupboards. Never _____ around petrol.

| | | | | | | | |
|--------|-----|-------|----------------|----------|----------|-----------|----------|
| petrol | PPE | smoke | manufacturer's | footwear | serviced | flammable | switched |
|--------|-----|-------|----------------|----------|----------|-----------|----------|

Vehicles moving around the premises present risks.

You may use a vehicle during the course of your working day, perhaps for travelling between clients. Breakdowns are a possibility. Describe what you would do in the event of a breakdown:



It is possible that you could be involved in a vehicle accident. Complete the table below to identify appropriate actions to take:

| Action | Yes | No |
|--|-----|----|
| Check to see if the vehicle is in a safe position | | |
| Keep your engine running | | |
| Turn your hazard lights on | | |
| Check to see if anybody is hurt | | |
| Phone the relevant emergency services | | |
| Warn oncoming vehicles by jumping up and down in the road and waving your arms | | |
| Exchange details with others involved, including witnesses to the accident | | |
| Details to include: name, address, vehicle registration number and insurance details | | |
| Admit it was your fault | | |
| Take photos | | |
| Contact the breakdown company, if you are a member | | |
| Contact your employer within the next 7 days | | |
| Complete accident reporting procedures | | |



Smoking is a recognised health hazard and staff in a care setting are not permitted to smoke. Care homes are legally allowed to offer smoking rooms for clients, but are not obliged to do so if they do not wish to.

Describe what is meant by **Working Time Regulations**:

Night workers are entitled to _____

Your workplace risk assessment should consider new and expectant mothers, identify **4** areas to assess:

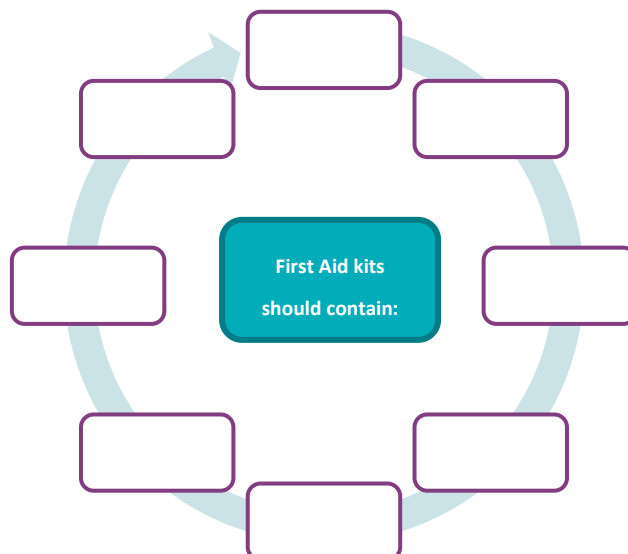
-
-
-
-

Lone working creates unique risks and difficulties. When risk assessing for lone workers, generic risk assessments should be carried out for visiting particular client groups or areas. Then, before any home visit takes place, the potential risk of violence should be assessed on an individual basis.

What precautions should be taken if the visit is going to be a high-risk visit?

-
-

First aid provision is there to tackle problems that may arise in the workplace. A trained first aider must be on duty at all times. Workplaces are required to have a first aid kit that is fully stocked at all times. Fill in the diagram below to show what items need to be included in a first aid kit:



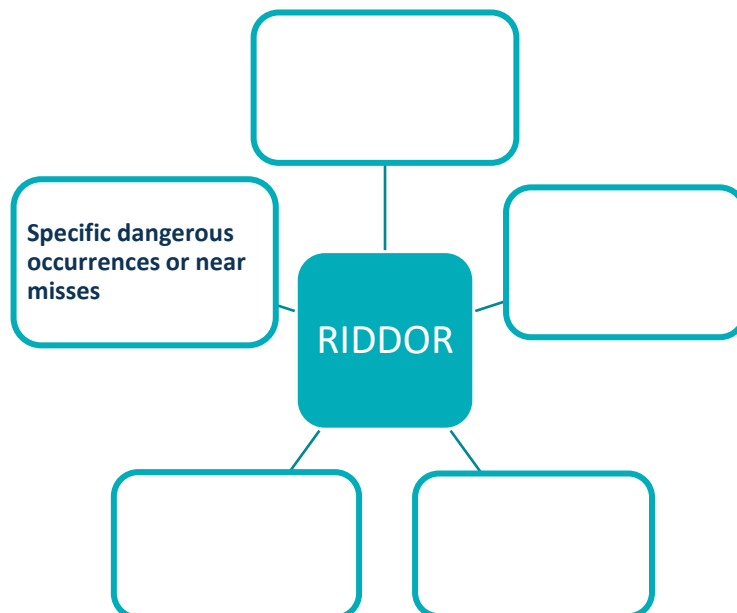
Unfortunately, accidents can still happen and you must know what to do. Complete the table below to show the order in which these actions should be done:

| Action | Order (1-9) |
|--|-------------|
| Notify the most senior person on duty immediately | |
| Reassure the casualty | |
| Act to prevent reoccurrence | |
| Check there is no immediate risk of danger | |
| Summon a First Aider | |
| Notify the inspectorate and relevant safety agency | |
| Investigate and update the care plan | |
| Complete the accident book | |
| Call an ambulance, if necessary | |

Any injury, no matter how trivial, must be recorded in the accident book immediately. You never know what might seem harmless could worsen in a few days.

Explain what is meant by the terms an *untoward incident* or a *near-miss*.

RIDDOR is the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations'. Should the worst happen and someone dies as a result of a work-related injury, RIDDOR places a duty on employers to report this. Complete the mind map below to list examples of defined injuries which are reportable under RIDDOR:



If an accident occurs involving a non-worker which is not fatal, but they are taken directly to hospital for treatment in relation to that injury, it must be reported. Certain near-miss events are also reportable under RIDDOR.

Use the space below to make your own notes:

A large, empty rectangular box with a thin blue border, intended for the user to write their own notes.