

Unit 4: Develop Health and Safety and Risk Management Policies, Procedures and Practices in Health and Social Care or Children and Young People's Settings

Unit code:	M1
Unit reference number:	K/602/3172
QCF level:	5
Credit value:	5
Guided learning hours:	33

Unit summary

The purpose of this unit is to assess the learner's knowledge, understanding and skills required for Health and Safety and Risk Management, including the development of policies, procedures and practices in health and social care or children and young people's settings.

Assessment requirements

This unit must be assessed in accordance with Skills for Care and Development's QCF Assessment Principles.

Learning outcomes 2, 3, 4 and 5 must be assessed in the work setting.

Assessment methodology

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Content

1 Understand the current legislative framework and organisational health, safety and risk management policies, procedures and practices that are relevant to health and social care or children and young people's settings:

The legislative framework for health and safety: understanding the framework; the difference between Acts and Regulations and the roles and responsibilities of the Health and Safety Executive (HSE); role of service managers and team leaders, employees and service users under the law eg Health and Safety at Work Act 1974 and the Management of Health and Safety Regulations 1999 (amended 2003); RIDDOR 1995; COSHH 1994 (amended 2002); Manual Handling Operations 1992; Food Safety Act 1990 and Food Hygiene Regulations 2006; Regulatory Reform (Fire Safety) Order (FSO) 2005

The contribution of policies, procedures and practices to health and safety: how organisational policies support the implementation of the legislation; how work practices are influenced by the legislation and how the way in which procedures are developed is influenced by legislation in own work setting in relation to health, safety and risk management

2 Be able to implement and monitor compliance with health, safety and risk management requirements in health and social care or children and young people's settings

Supporting compliance: the importance of being a role model for health and safety compliance and what this means for practice

Supporting others: others including colleagues and practitioners, individuals and their carers/significant others, and visitors to the setting, including inspectors and regulators; supporting others to comply with health and safety requirements including policies, practices and procedures through advising, mentoring, coaching, training

Monitoring compliance: how to identify non-compliance and the correct action to take in different circumstances eg what to do when observing a colleague failing to follow food hygiene policy or failing to place hazard notices during cleaning procedures

Completing records: how to develop and implement reporting procedures in line with legislation and the requirements of the organisation

3 Be able to lead the implementation of policies, procedures and practices to manage risk to individuals and others in health and social care or children and young people's settings

Developing and implementing risk assessment and risk management policies: implementing the five steps to planning a risk assessment; understanding how risk assessment is used in the development of policies, procedures and practices in health and social care or childcare services, including the relationship to safeguarding

Working with individuals and others to assess and manage potential risks and hazards: working with a range of other people and organisations to assess potential risks, identify hazards and develop policies to manage risk in your area of responsibility eg individuals accessing care or support, workers/practitioners, carers, significant others, visitors to the work setting, Local Area Safeguarding Boards or equivalent, carers and domiciliary workers, personal assistants

4 Be able to promote a culture where needs and risks are balanced with health and safety practice in health and social care or children and young people's settings

Balancing management of risks with individual rights: understanding how to raise awareness of the importance of risk taking to the development of independence, health and wellbeing of individuals in own setting; understanding how to identify opportunities to promote independence and develop a culture where individuals can take calculated risks whilst remaining safe

Working with individuals and others: taking action to help others understand the importance of a balance between risks and individual rights, including the concept of calculated risk (risk assessment)

Evaluating own practice: through reflective action; analysing the benefits for improved practice of supporting colleagues and others to assess and manage risk

Supporting others: encouraging others to reflect on their practice in relation to risk management

5 Be able to improve health, safety and risk management policies, procedures and practices in health and social care or children and young people's settings

Obtaining feedback: eg from staff, individuals, carers, significant others, domiciliary workers

Evaluating policies: setting up an evaluation cycle for health and safety policy review

Identifying improvements: keeping up to date with health and safety issues; identifying methods of updating staff

Recommending changes: recommending changes to policies, procedures or practice in the context of new and emerging health, safety and risk management issues eg staff changes

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Understand the current legislative framework and organisational health, safety and risk management policies, procedures and practices that are relevant to health, and social care or children and young people's settings</p>	<p>1.1 Explain the legislative framework for health, safety and risk management in the work setting</p> <p>1.2 Analyse how policies, procedures and practices in own setting meet health, safety and risk management requirements</p>			
<p>2 Be able to implement and monitor compliance with health, safety and risk management requirements in health and social care or children and young people's settings</p>	<p>2.1 Demonstrate compliance with health, safety and risk management procedures</p> <p>2.2 Support others to comply with legislative and organisational health, safety and risk management policies, procedures and practices relevant to their work</p> <p>2.3 Explain the actions to take when health, safety and risk management, procedures and practices are not being complied with</p> <p>2.4 Complete records and reports on health, safety and risk management issues according to legislative and organisational requirements</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
3 Be able to lead the implementation of policies, procedures and practices to manage risk to individuals and others in health and social care or children and young people's settings	3.1 Contribute to development of policies, procedures and practices to identify, assess and manage risk to individuals and others 3.2 Work with individuals and others to assess potential risks and hazards 3.3 Work with individuals and others to manage potential risks and hazards			
4 Be able to promote a culture where needs and risks are balanced with health and safety practice in health and social care or children and young people's settings	4.1 Work with individuals to balance the management of risk with individual rights and the views of others 4.2 Work with individuals and others to develop a balanced approach to risk management that takes into account the benefits for individuals of risk taking 4.3 Evaluate own practice in promoting a balanced approach to risk management 4.4 Analyse how helping others to understand the balance between risk and rights improves practice			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>5 Be able to improve health, safety and risk management policies, procedures and practices in health and social care or children and young people's settings</p>	<p>5.1 Obtain feedback on health, safety and risk management policies, procedures and practices from individuals and others</p> <p>5.2 Evaluate the health, safety and risk management policies, procedures and practices within the work setting.</p> <p>5.3 Identify areas of policies, procedures and practices that need improvement to ensure safety and protection in the work setting</p> <p>5.4 Recommend changes to policies, procedures and practices that ensure safety and protection in the work setting</p>			

Learner name: _____ Date: _____

Learner signature: _____ Date: _____

Assessor signature: _____ Date: _____

Internal verifier signature: _____ Date: _____
(if sampled)