



## Drug & Alcohol Professional Certification

### Workplace Assessment

#### **SCDHSC0032 Promote Health, safety and security in the work**

[From the Skills for Care & Development NOS. Formerly also known as DANOS BD4/DANOS HSC 32.]

For this unit you are required to monitor and maintain health, safety and security, promote working practices that are safe, healthy and secure and minimise risks arising from emergencies.

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Name of applicant:

I confirm that I am the line manager / supervisor for the above named.

I have assessed the applicant's competence in relation to each of the numbered items listed overleaf and have placed my initials against each numbered item to indicate my satisfaction that the applicant has demonstrated the competence to which it refers (see notes below).

My assessment of the applicant's competence in this unit is based on the following (see notes below):

Name:

Signed:

Date:

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**Notes**

You should 'sign off' the applicant's competence in relation to each of the items listed below only where you have clear evidence that they have demonstrated the appropriate knowledge or skills in real life settings. Your assessment should be based on one or more of the following: observation of the applicant's practice, your supervision of the applicant, evidence provided by an appropriate third party (such as clients / colleagues / previous supervisor/line manager). Note - completion of a training course does NOT itself provide evidence of competence in a particular area.

In some cases the applicant will not have the opportunity within their existing position to demonstrate all of the required competences. Where this is the case, arrangements will need to be made for their competence to be assessed in an alternative setting (such as on placement), or, where applicable, for it to be confirmed by a supervisor / line manager from a previous post.

### **Performance criteria**

To perform to the standard you must ensure that:

1. you follow organisational safety and security procedures while in the work setting
2. you ensure that appropriate people know where you are at all times
3. you monitor work areas and working practices to ensure that they are safe and free from hazards and conform to legal and work setting requirements for health and safety
4. you before starting and while carrying out work activities, identify health, safety and security issues that may present risks to yourself or other people
5. you minimise identified health, safety and security risks
6. you take account of individuals' preferences and needs when you ensure your own safety and that of individuals and other people during your work activities
7. you check people's right to enter or to be in and around the premises and the environment in which you are working
8. you take action in line with legal and work setting requirements to deal with people who do not have a right to enter or to be present
9. you take action in line with legal and work setting requirements to ensure that equipment and materials are used and stored correctly and safely
10. you take action in line with legal and work setting requirements to deal with the spillage of hazardous and non hazardous materials
11. you take action in line with legal and work setting requirements to dispose of waste immediately and safely
12. you report health and safety issues in accordance with legal and work setting requirements
13. you complete health, safety and security records within confidentiality agreements and according to legal and work setting requirements
14. you seek additional support in relation to health, safety and security issues when necessary

15. you operate within the limits of your own role and responsibilities in relation to health and safety
16. you act as a role model in promoting health, safety and security
17. you support others to understand and follow correct safety procedures
18. you work with others to identify, minimise and manage potential risks and hazards in the working environment and when carrying out work activities
19. you take appropriate action where there is the likelihood of an accident or injury
20. you use appropriate risk assessments
21. you support others to use appropriate risk assessments
22. you use safe procedures and techniques for moving and handling
23. you support others to use safe procedures and techniques for moving and handling
24. you use approved methods and procedures when carrying out potentially hazardous work activities
25. you support others to use approved methods and procedures when carrying out potentially hazardous work activities
26. you encourage others to identify and report any issues in the working environment that may put themselves or others at risk
27. you support others to identify and report any issues they have identified
28. you support others to complete health and safety records correctly
29. you make informed decisions about actions to take when risk factors and hazards may cause an incident or emergency
30. you take appropriate and immediate action to deal with health and environmental emergencies and incidents
31. you provide support and assistance within your own competence until someone who is qualified to deal with the emergency is available
32. you make the area around the person at the centre of the emergency as private and safe as possible
33. you follow correct safety procedures during incidents and emergencies
34. you help others to follow correct safety procedures during incidents and emergencies
35. you offer appropriate support to others involved in the incident or emergency
36. you complete records and reports on incidents and emergencies within confidentiality agreements and according to legal and work setting requirements

### **Knowledge and Understanding**

To perform competently in this unit, you need to know and understand

## Rights

1. legal and work setting requirements on equality, diversity, discrimination and rights
2. your role in promoting individuals' rights, choices, wellbeing and active participation
3. your duty to report any acts or omissions that could infringe the rights of individuals
4. how to deal with and challenge discrimination
5. the rights that individuals have to make complaints and be supported to do so

## Your practice

1. legislation, statutory codes, standards, frameworks and guidance relevant to your work, your work setting and the content of this standard
2. your own background, experiences and beliefs that may have an impact on your practice
3. your own roles, responsibilities and accountabilities with their limits and boundaries
4. the roles, responsibilities and accountabilities of others with whom you work
5. how to access and work to procedures and agreed ways of working
6. how to work in partnership with individuals, key people and others
7. how to manage ethical conflicts and dilemmas in your work
8. how to challenge poor practice
9. how and when to seek support in situations beyond your experience and expertise

## Health and Safety

1. your work setting policies and practices for monitoring and maintaining health, safety and security in the work environment
2. practices for the prevention and control of infection in the context of this standard

## Safe-guarding

1. the responsibility that everyone has to raise concerns about possible harm or abuse, poor or discriminatory practices
2. indicators of potential harm or abuse
3. how and when to report any concerns about abuse, poor or discriminatory practice, resources or operational difficulties
4. what to do if you have reported concerns but no action is taken to address them

## Handling information

1. legal requirements, policies and procedures for the security and confidentiality of information
2. legal and work setting requirements for recording information and producing reports
3. principles of confidentiality and when to pass on otherwise confidential information

#### Specific to this NOS

1. legislation and work setting procedures to prevent and control infection
2. aspects of your own health and hygiene that can help prevent the spread of infection
3. legislation and work setting requirements for dealing with incidents and emergencies
4. different kinds of incidents and emergencies that may arise in your work setting
5. your responsibility for keeping yourself and others safe within your work role and environment
6. additional hazards to consider when working alone
7. how to take responsibility for your own health and wellbeing
8. practices for safe moving and handling
9. approved methods and procedures for potentially hazardous activities you undertake at work
10. national and local guidance on falls prevention and factors that impact on falls
11. principles of risk assessment and risk management