

Orchid National Nursing Supply Limited
Certificating Health Care Assistants Skill Level

MAINTAIN SAFETY AT WORK

Induction Standard IV

The main areas of this Induction Standard are:

- Moving and Handling
- Health and Safety
- Fire Safety
- Emergency First Aid
- Safe Food handling
- Infection Control

This induction standard describes the safe working practices that are vital for all workers and services users. These are broken down into the following areas.

- Moving and Handling techniques for moving people and objects to avoid injury to the worker and service user/person
- An understanding of Health and Safety issues is necessary to reduce risk in all situations.
- Fire Safety an important area of learning and must be completely understood.
- Accidents and Health emergencies happen in all settings. It is important for workers to know how to respond to these.
- Safe Food Handling, the worker must be able to store and prepare food correctly.
- Infection Control the worker must understand the importance of infection control is paramount.

All areas of learning must be regularly updated, these updates are made available within 'Orchid Training Courses twice yearly and certified skills levels must be regularly updated. It is important that 'Orchids' Manager and Orchid's Clinical Lead Nurse are satisfied with their staff's competence

Your evidence should consist of 'Orchid' training material (or evidence of other equivalent assessed training material) supported by your own written interpretation. Verbal answer, observation, or a combination of both methods may also be accepted by Orchid's Clinical Lead Nurse.

Relationship with Orchid's other induction standards

Orchid's Standard Level IV moves on and links mainly with induction standard III and confirms mandatory requirements and responsibilities that form the basis of good practice.

Completed

Means a signature, dated by Orchid's Nurse or Manager

Maintain Safety at Work

(EL) This document has been interpreted as correctly as possible and every effort has been made to comply with current legislation. Orchid NNS Ltd exclude liability should any part be misleading, not up to date or out of date.

Orchid Unit Number IV	Question	Evidence and Answer	Completed y/n
4.1 Moving and Handling 4.1.1 Understand the basic structure and function of the spine 4.1.2 Legislation 4.1.3 The purpose of risk assessments 4.1.4 Show the ability to use safe moving and handling techniques	<p>List five particular areas of the spine and their functions</p> <p>Outline current legislation that governs moving and handling tasks.</p> <p>Explain what risk assessment is in relation to moving and handling and its purpose.</p> <p>Demonstrate the principles of correct moving techniques</p>		
4.2 Health and Safety 4.2.1 Be aware of your responsibility to identify health and safety risks in the environment	<p>What are your responsibilities and the role of others in relation to maintaining a safe environment?</p>		
4.2.2 Understand risks of violence and how to reduce danger	<p>Describe situations that may be a risk to you. Understand the policy and practice of 'Orchid' about protecting yourself from violence?</p>		
4.2.3 Understand the importance of safe storage and disposal of substances which are harmful to health	<p>List some potentially hazardous substances, for example, bodily fluids, unused medication and household items?</p>		
4.2.4 Be aware of security measures in the workplace	<p>List some security measures in the workplace, for example burglar alarms, locks, and identifying staff and visitors?</p> <p>How do you know who is on the premises at all times?</p>		

<p>4.3 Fire Safety 4.3.1 Understand how to follow correct procedures</p>	<p>Outline procedures for prevention of fire, eg. no smoking, closing fire doors etc</p> <p>Outline and demonstrate emergency procedures in the event of fire?</p> <p>Describe how you would make a patient or service user understand and follow emergency procedures in the event of a fire. Eg signs, symbols, role play.</p> <p>What method of training does ‘Orchid’ use to ensure you are trained on all of the above?</p>		
<p>4.4 Emergency First Aid Understand the limits of your own responsibility and ability</p>	<p>What have you been trained to do personally and what have you not been trained to do?</p> <p>As a carer you are restricted professionally within your role. In what circumstances would you administer first aid?</p> <p>Write down an action plan for an emergency situation. An initial assessment, managing the incident 1 – workplace fully staffed daytime. (A patient fall) 2 – workplace patient found unconscious, faint breathing – night time</p>		

<p>4.5 Safe Food Handling</p> <p>4.5.1</p> <p>4.5.2 Be aware of safe food preparation, handling and storage in domestic and work environments</p>	<p>List the three main causes of food poisoning?</p> <p>How do you store food safely in a refrigerator?</p> <p>Describe how you would safely prepare three food dishes Please include personal preparation, work surfaces, equipment, retrieve and store food, and safe use of cooker.</p> <p>Breakfast – tea or juice, cereal, egg or toast.</p> <p>Lunch - mince, potatoes and fresh veg and fresh fruit, drink.</p> <p>Tea/evening meal – drink and tuna sandwich. Dessert</p>		
<p>4.6 Infection Control</p> <p>4.6.1 Identify the infection risk</p>	<p>Describe the risks in three different environments you work in:- Bathroom Kitchen Moving and Handling</p>		
<p>4.6.2 Identify main routes of infection</p>	<p>List three routes of infection?</p>		
<p>4.6.3 Communicable Diseases</p>	<p>List five communicable diseases?</p>		
<p>4.6.4 Prevent the spread of infection</p>	<p>Describe the measures needed to prevent the spread of infection?</p>		
<p>4.6.5 Know how to wash your hands properly</p>	<p>Demonstrate effective hand washing. (direct observation is needed)</p>		
<p>4.6.6 Understand the use of Personal Protective Equipment (PPP)</p>	<p>List four occasions when you would wear personal protective equipment?</p> <p>Why would you need to wear personal protective equipment even when you felt risk of infection was minimal?</p>		

This unit certifies your competence of mandatory requirements that you as a worker need to understand before achieving this level of certification. Our Clinical Lead Nurse is on hand two days a week to assist with any further explanation you may need to complete your units.

- Unit 1 Understand the principles of care
- Unit 2 Understand the organisation and the role of the worker.
- Unit 3 Understand the experiences and the particular needs of the service user groups.
- Unit 4 Maintain safety at work
- Unit 5 Understand the effects of the service setting on providing services.