

## Care Certificate *progress log, mapping and sign-off document*

**Standard Number:** 13

**Standard Title:** Health and Safety

### Document guidance

This document provides an overview of the outcomes and assessment criteria for Standard 13: Health and Safety. It identifies the criteria within the Standard that should have been achieved upon successful completion of the underpinning knowledge within the Care Certificate workbook. Employees must demonstrate their competence in practice in order to fully achieve this Standard of the Care Certificate.

This progress log and sign-off document should be completed jointly by the employee and the manager/supervisor/assessor to confirm that all outcomes and criteria have been achieved in practice in the work setting. Supplementary evidence can be attached to demonstrate achievement and it is suggested to do so as good practice.

This document also provides an outline of the suggested mapping of outcomes and criteria within Standard 13: Health and Safety of the Care Certificate to the recommended Qualifications and Credit Framework (QCF) unit, the National Minimum Training Standards for Healthcare Support Workers and Adult Social Care Workers in England and the Common Induction Standards. This document does not necessarily indicate direct mapping of criteria and therefore assessors and/or managers should ensure they follow the guidance below. Please note that when the term assessor is used throughout this document this could be the manager, supervisor or assessor and will be decided by the employing organisation.

This document should always be used in conjunction with the guidance provided in the Care Certificate Framework Technical Document.

### Guidance for assessors

Assessors must ensure that the learner has produced evidence for each assessment criterion that is valid, authentic, reliable, current and sufficient. Therefore assessors **must not assume** that if the mapping document indicates a criterion could have already been achieved, the mapped criteria within the QCF unit should automatically be awarded. Learners and assessors are responsible for ensuring that the outcomes and criteria within the QCF unit and standards below have been achieved to the required standard. For reference, within the column that refers to coverage of the relevant QCF unit, a **P** indicates that the Care Certificate criteria provide partial coverage of the relevant criteria within the QCF unit, whereas an **F** indicates full coverage.

The **Assessment method used** column is included to allow assessors to provide evidence of the type of assessment method that has been used to assess the Care Certificate criteria. This is likely to be noted as the Care Certificate Workbook; however, further evidence could include professional discussion, observation, question and answer, e-learning, witness testimony, etc. This column can also be completed to evidence competence using these example assessment methods.

The **Evidence location** column is included to provide a clear signpost to where the learner's evidence can be found. This may be within a portfolio of evidence, a continued professional development (CPD) file or electronically via e-learning or e-portfolio.

<b>Unit number</b>	<b>Unit title</b>	<b>Level</b>	<b>Credit</b>
<b>R/601/8922</b>	<b>Contribute to health and safety in health and social care</b>	<b>2</b>	<b>4</b>
<b>J/601/8027</b>	<b>Move and position individuals in accordance with their plan of care</b>	<b>2</b>	<b>4</b>
<b>T/502/7585</b>	<b>Understanding assisting and moving individuals</b>	<b>2</b>	<b>4</b>
<b>K/502/7583</b>	<b>Understanding and enabling assisting and moving individuals</b>	<b>2</b>	<b>4</b>
<b>A/601/9420</b>	<b>Assist in the administration of medication</b>	<b>2</b>	<b>4</b>
<b>F/601/8138</b>	<b>Promote and implement health and safety in social care</b>	<b>3</b>	<b>6</b>

Care Certificate Standard 13 Outcome	Care Certificate Standard 7 Criteria	K/ C	Question within workbook	QCF unit R/601/8922 Contribute to health and safety in health and social care <b>P = Partial F = Full</b>	QCF unit J/601/8027 Move and position individuals in accordance with their plan of care <b>P = Partial F = Full</b>	QCF unit T/502/7585 Understanding assisting and moving individuals <b>P = Partial F = Full</b>	QCF unit KJ/502/7583 Understanding and enabling assisting and moving individuals <b>P = Partial F = Full</b>	QCF unit A/601/9420 Assist in the administration of medication <b>P = Partial F = Full</b>	QCF unit F/601/8138 Promote and implement health and safety in social care <b>P = Partial F = Full</b>	National Minimum Training Standards <b>Standard 8:</b> Health and Safety	Common Induction Standards <b>Standard 8:</b> Health and safety in an adult social care workplace	Assessment method	Evidence location	Sign-off initials	Date
13.1 Understand their own responsibilities, and the responsibilities of others, relating to health and safety in the workplace	13.1a Identify legislation relating to general health and safety in a health or social care workplace	K	13.1a	AC 1.1 - F					AC 1.1 – P (Level 3)	8.1.1	S8 - 1.1				
	13.1b Describe the main points of the health and safety policies and procedures agreed with the employer	K	13.1b	AC 1.2 - F					AC 1.2 – P (Level 3)	8.1.1	S8 - 1.2				
	13.1c Outline the main health and safety responsibilities of: • Self • The employer or manager • Others in the workplace	K	13.1c	AC 1.3 - F					AC 1.3 – P (Level 3)	8.1.2	S8 - 1.3				
	13.1d List tasks relating to health and safety that should not be carried out without special training	K	13.1d	AC 1.4 - F					AC 1.4 – P (Level 3)	8.1.3	S8 - 1.4				
	13.1e Explain how to access additional support and information relating to health and safety	K	13.1e	AC 1.5 - F					AC 2.6 – P (Level 3)	8.1.4	S8 - 1.5				
	13.1f Describe different types of accidents and sudden illness that may occur in their own workplace	K	13.1f, 13.4a and b part i 13.1f, 13.4a and b part ii	AC 3.1 - F					AC 3.1 – F (Level 3)	8.4.1	S8 – 4.1				

13.2 Understand Risk Assessment	13.2a Explain why it is important to assess the health and safety risks posed by particular workplaces, situations or activities	K	13.2a	AC 2.1 - F						8.2.1	S8 - 2.1			
	13.2b Describe how and when to report health and safety risks that they have identified	K	13.2b	AC 2.2 - F						8.2.2	S8 - 2.2			
13.3 Move and assist safely	13.3a Identify key pieces of legislation that relate to moving and assisting	K	13.3a	AC 5.1 - P	AC2.1 - P	AC 1.3 - P AC 2.1 - P	AC1.3 - P		AC 5.1 - P (Level 3)	8.3.1	S8 - 3.1			
	13.3b List tasks relating to moving and assisting that they are not allowed to carry out until they are competent	K	13.3b			AC 3.1 - P	AC 1.4 - P AC3.1 - P			8.3.2	S8 - 3.2			
	13.3c Demonstrate how to move and assist people and objects safely, maintaining the individual's dignity, and in line with legislation and agreed ways of working	C			AC 4.2 - P AC 3.1 - P AC 3.2 - P AC 3.3 - P AC 3.6 - P AC 3.7 - P AC 4.1 - P AC 4.2 - P AC 5.1 - P AC 5.2 - P AC 5.5 - P AC 5.6 - P	AC 4.2 - P AC 4.7 - P AC 5.1 - P AC 6.1 - P AC 6.2 - P AC 6.3 - P AC 6.4 - P AC 6.5 - P AC 6.6 - P	AC 4.2 - P AC 4.7 - P AC 5.1 - P AC 6.1 - P AC 6.2 - P AC 6.3 - P AC 6.4 - P AC 6.5 - P AC 6.6 - P		AC 5.3 - P (Level 3)	8.3.3	S8 - 3.3			
13.4 Understand procedures for responding to accidents and sudden illness	13.4a List the different types of accidents and sudden illness that may occur in the course of their work	K	13.1f, 13.4a and b part i 13.1f, 13.4a and b part ii	AC 3.1 - P					AC 3.1 - F (Level 3)	8.4.1	S8 - 4.1			
	13.4b Describe the procedures to be followed if an accident or sudden illness should occur	K	13.1f, 13.4a and b part i 13.1f, 13.4a and b part ii	AC 3.2 - P					AC 3.2 - P (Level 3)	8.4.2	S8 - 4.2			

	<b>13.4c</b> List the emergency first aid actions they are and are not allowed to carry out	K	13.4c					AC 1.4 P (Level 3)	8.4.3	S8 - 4.3				
<b>13.5</b> Understand medication and healthcare tasks	<b>13.5a</b> Describe the agreed ways of working in relation to medication	K	13.5a and b					AC 2.1 - P	8.5.1	S8 - 5.1				
	<b>13.5b</b> Describe the agreed ways of working in relation to healthcare tasks	K	13.5a and b					AC 1.1 - P AC 1.2 - P	8.5.2	S8 - 5.2				
	<b>13.5c</b> List the tasks relating to medication and health care procedures that they are not allowed to carry out until they are competent	K	13.5c					AC 2.3 - P	8.5.3	S8 - 5.3				
<b>13.6</b> Handle hazardous substances	<b>13.6a</b> Describe the hazardous substances in their workplace	K	13.6a	AC 6.1 - F				AC 6.1 – P (Level 3)	8.6.1	S8 - 6.1				
	<b>13.6b</b> Demonstrate safe practices for storing, using and disposing of hazardous substances	C		AC 6.2 – P				AC 6.2 – F (Level 3)	8.6.2	S8 - 6.2				
<b>13.7 Promote fire safety</b>	<b>13.7a</b> Explain how to prevent fires from starting or spreading	K	13.7a	AC 7.1 - F				AC 7.1 – P (Level 3)	8.7.1	S8 - 8.1				

	<b>13.7b</b> Describe what to do in the event of a fire	K	13.7b	AC 7.2 - F					AC 7.3 – P (Level 3)	8.7.2	S8 - 8.2				
13.8 Work securely	<b>13.8a</b> Describe the measures that are designed to protect their own security at work, and the security of those they support	K	13.8a	AC 8.2 - P					AC 8.2 – P (Level 3)	8.8.1	S8 - 9.1				
	<b>13.8b</b> Explain the agreed ways of working for checking the identity of anyone requesting access to premises or information	K	13.8b	AC 8.1 - P					AC 8.1 – P (Level 3)	8.8.2	S8 - 9.2				
13.9 Manage stress	<b>13.9a</b> Recognise common signs and indicators of stress in themselves and others	K	13.9a	AC 9.1 - F					AC 9.1 – P AC 9.2 - P (Level 3)	8.9.1	S8 - 10.1				
	<b>13.9b</b> Identify circumstances that tend to trigger stress in themselves and others	K	13.9b	AC 9.2 - F					AC 9.3 – P (Level 3)	8.9.2	S8 - 10.2				
	<b>13.9c</b> List ways to manage stress	K	13.9c	AC 9.3 - F					AC 9.4 – P (Level 3)	8.9.3	S8 - 10.3				

## Declaration of completion

I confirm that the evidence provided by the employee meets the full requirements for **Standard 13: Health and Safety**.

**Employee signature:**

**Name of assessor\*:**

**Assessor\* signature:**

**Completion date:**

\*The Assessor can be your Manager, Supervisor or someone else authorised by your employing organisation. This individual provides confirmation that all learning outcomes and assessment criteria for the Care Certificate standard identified above have been completed and signed off by an authorising person.