The KSF handbook wording for:

Core 3 – Health, Safety and Security

**Status**
Core – this is a key aspect of all jobs as it is vital that everyone takes responsibility for promoting the health, safety and security of patients and clients, the public, colleagues and themselves.

**Levels**
1. Assist in maintaining own and others’ health, safety and security
2. Monitor and maintain health, safety and security of self and others
3. Promote, monitor and maintain best practice in health, safety and security
4. Maintain and develop an environment and culture that improves health, safety and security

**Description**

This dimension focuses on maintaining and promoting the health, safety and security of everyone in the organisation or anyone who comes into contact with it. It includes tasks that are undertaken as a routine part of one’s work such as moving and handling.

Those who come into contact with the organisation will be anyone who interacts with an employee of the organisation or who is affected by the actions of the organisation.

Progression through the levels in this dimension is characterised by:

- an increasing number and range of people and work areas for which one is responsible
- greater proactivity and focus on good practice going from following set procedures to identifying the need for improvement
- increasing responsibilities for risk management and contingency management
- greater involvement in investigation and follow-up of breaches to health, safety and security.

**Links to other KSF dimensions**

This dimension is supported by:

- Core 6 Equality and diversity

This dimension is different from dimensions:

- **HWB3 Protection of health and wellbeing** which focuses on specific protective measures for health and wellbeing such as child protection, environmental protection
- **EF3 Transport and logistics** which focuses on the transportation and flow of people and materials with and between agencies and community locations rather than the routine movement of people and items as one small part of one’s work.
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Level 1 – Assist in maintaining own and others’ health, safety and security

Indicators:

The worker:
   a) acts in ways that are consistent with legislation, policies and procedures for maintaining own and others’ health, safety and security
   b) assists in maintaining a healthy, safe and secure working environment for everyone who is in contact with the organisation
   c) works in a way that minimises risks to health, safety and security
   d) summons immediate help for any emergency and takes the appropriate action to contain it
   e) reports any issues at work that may put health, safety and security at risk.

Examples of application:

Legislation, policies and procedures:

- accident/incident reporting
- building regulations and standards
- child protection
- clinical negligence
- data and information protection and security
- emergencies
- hazardous substances
- health and safety at work
- infection control
- ionising radiation
- moving and handling
- protection of vulnerable adults
- risk management
- security of premises and people
- working time
- workplace ergonomics (e.g. display screen equipment)

Others:

- users of services (including patients and clients)
- carers
- communities
- the wider public
- colleagues in immediate work team
- other colleagues
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Assisting in maintaining a healthy, safe and secure working environment might include:

- appropriate and secure use of information technology
- appropriate use of security systems and alarms
- being immunised to protect self and others from specific health risks
- checking the safety of fittings and fixtures
- disposing of waste
- maintaining appropriate levels of heating, lighting and ventilation.

Works in a way that minimises risks to health, safety and security might be:

- driving safely
- effective hand cleansing
- moving and handling people and/or goods using equipment as appropriate
- reducing noise
- taking appropriate breaks from using equipment
- using organisational security measures.

Risks to health, safety and security:

- the environment (e.g. issues related to ventilation, lighting, heating, systems and equipment, pests, work-related stress)
- individuals (e.g. personal health and wellbeing)
- information and its use (e.g. sharing passwords, sharing information with other agencies)
- physical interactions (e.g. abuse, aggression, violence, theft)
- psychological interactions (e.g. bullying, harassment)
- social interactions (e.g. discrimination, oppression, lone working)

Emergencies might be related to:

- the environment
- health
- information (e.g. breaches of confidentiality, lost/stolen health records)
- security
The KSF handbook wording for:

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Level 2 – Monitor and maintain health, safety and security of self and others

Indicators:

The worker:

a) identifies and assesses the potential risks involved in work activities and processes for self and others
b) identifies how best to manage the risks
c) undertakes work activities consistent with:
   - legislation, policies and procedures
   - the assessment and management of risk
d) takes the appropriate action to manage an emergency summoning assistance immediately with this is necessary
e) reports actual or potential problems that may put health, safety and security at risk and suggests how they might be addressed
f) supports others in maintaining health, safety and security.

Examples of application:

Legislation, policies and procedures:

- accident/incident reporting
- building regulations and standards
- child protection
- clinical negligence
- data and information protection and security
- emergencies
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- infection control
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Supporting others in maintaining a healthy, safe and secure working environment might include:

- acting as a role model
- alerting others when there are specific risks
- enabling individuals to learn healthier, safer and more secure ways of working
- intervening to protect others from risk
- moving and handling people and/or goods with other using equipment as appropriate
- offering information and advice on how to reduce risk.

Risks to health, safety and security:

- the environment (e.g. issues related to ventilation, lighting, heating, systems and equipment, pests, work-related stress)
- individuals (e.g. personal health and wellbeing)
- information and its use (e.g. sharing passwords, sharing information with other agencies)
- physical interactions (e.g. abuse, aggression, violence, theft)
- psychological interactions (e.g. bullying, harassment)
- social interactions (e.g. discrimination, oppression, lone working)

Emergencies might be related to:

- the environment
- health
- information (e.g. breaches of confidentiality, lost/stolen health records)
- security

Level 3 – Promote, monitor and maintain best practice in health, safety and security

Indicators:

a) The worker identifies:
   - the risks involved in work activities and processes
   - how to manage the risks
   - how to help others manage risk

b) undertakes work activities consistent with:
   - legislation, policies and procedures
   - the assessment and management of risk

c) monitors work areas and practices and ensures they:
   - are safe and free from hazards
   - conform to health, safety and security legislation, policies, procedures and guidelines

b) takes the necessary action in relation to risks

e) identifies how health, safety and security can be improved and takes action to put this into effect.
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Examples of application:

Legislation, policies and procedures:

- accident/incident reporting
- building regulations and standards
- child protection
- clinical negligence
- data and information protection and security
- emergencies
- hazardous substances
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Others:

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- communities
- the wider public
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- other colleagues
- contractors
- visitors to the organisation
- workers from other agencies.

Risks to health, safety and security:

- the environment (e.g. issues related to ventilation, lighting, heating, systems and equipment, pests, work-related stress)
- individuals (e.g. personal health and wellbeing)
- information and its use (e.g. sharing passwords, sharing information with other agencies)
- physical interactions (e.g. abuse, aggression, violence, theft)
- psychological interactions (e.g. bullying, harassment)
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Monitoring work areas and practices includes:

- confirming individuals maintain good health, safety and security practices
- ensuring individuals wear protective clothing and equipment
- monitoring aspects of the environment
- monitoring and reporting on compliance.
Taking the necessary action in relation to risks might include:

- accident or incident reporting
- apprehending or expelling people consistent with organisational and statutory requirements
- challenging people who put themselves or others at risk
- contributing to maintaining and improving organisational policies and procedures
- evacuating buildings during emergencies
- initiating practice exercises for emergencies
- maintaining and improving the environment
- supporting others to manage risks more effectively.

Identifying how health, safety and security can be improved might include:

- acting as a role model
- identifying the need for expert advice and support
- identifying training needs
- negotiating resources for training and development in health, safety and security
- reporting and recording lack of resources to act effectively.

Level 4 – Maintain and develop an environment and culture that improves health, safety and security

Indicators:

a) evaluates the extent to which legislation, policies and procedures are implemented in the environment, culture and practices of own sphere of activity
b) identifies processes and systems that do promote own and others' health, safety and security
c) regularly assesses risks to health, safety and security using the results to promote and improve practice
d) takes the appropriate action when there are issues with health, safety and security
e) investigates any potential or actual breaches of legal, professional or organisational requirements and takes the necessary action to deal with them appropriately.

Examples of application:

Evaluating the extent to which legislation is implemented in the environment, culture and practices of own sphere of activity would include analysing the whole environment and behaviours within it and recognising risks to health, safety and security. This might relate to:

- confirming that the culture is conducive to good health, safety and security practice
- confirming individuals maintain good health, safety and security practices
- confirming that equipment and estates support health, safety and security
- ensuring that appropriate education and training is offered to the staff who need it
- ensuring that information is processed and used securely and legally
- ensuring that people are able to feedback on any concerns they have
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- ensuring that people are aware of their rights and responsibilities
- ensuring that people know of factors that may adversely affect their health, safety and security
- evaluating the detail of policies, people’s access to them, their understanding and use
- the allocation of resources
- the availability of services to support health, safety and security.

Legislation, policies and procedures:

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Others:

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- carers
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- contractors
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- workers from other agencies.

Risks to health, safety and security:

- the environment (e.g. issues related to ventilation, lighting, heating, systems and equipment, pests, work-related stress)
- individuals (e.g. personal health and wellbeing)
- information and its use (e.g. sharing passwords, sharing information with other agencies)
- physical interactions (e.g. abuse, aggression, violence, theft)
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Taking appropriate action when there are issues with health, safety and security might include:

- providing support to others to enable them to improve their practice
- issuing warnings when there are persistent issues which put health, safety and security at risk
- securing appropriate resourcing for education and training
- engaging in appropriate exercises, training and investigations to update and extend knowledge and skills.