



# Adult Social Care & Inclusion

## Health and Safety Training Brochure

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Terry Hassall (CMIOSH)

Workforce Health and Safety Training Officer



# Workforce Development, Social Care & Inclusion

Growing a world class workforce

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# Workforce Development, Social Care & Inclusion

## Growing a world class workforce

### Introduction

All employees must be given a workplace induction by their line manager which includes health & safety when they first start work. This will include any apprentices, agency workers, students, or work experience pupils. The induction process is the foundation on which all other identified health & safety training is built.

This brochure gives a brief overview of the health and safety training events that are available via the Social Care and Inclusion Workforce Development Team. Other general health and safety training courses are available via the Corporate Learning and Organisational Development Team [web pages](#)

Further information on the events listed in this brochure, including any cost, venues, dates, cancellation policy, and the booking process can be found [here](#).

**NOTE: All CIEH courses have a multiple choice examination. Attendees must bring along a form of photographic ID (passport, drivers licence, WMBC/establishment ID badge), failure to do so will mean that candidates will not be allowed to sit the examination.**

**Anyone attending these courses must also be given a copy of the CIEH Candidate Charter by the person who books the place, prior to attending the training. A copy of the candidate charter can be found on the [workforce development website](#).**

To ensure that the council has competent employees who are doing their jobs safely, and therefore minimising the risk of accidents/incidents, **managers must be proactive in identifying which members of their staff should attend which particular training course / learning events.**

Managers, who require additional information regarding training should refer to the council's safety management standards, contact the workforce health and safety training officer or a health and safety advisor.



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### Principles of Risk Assessment (CIEH Level 2)

Target Audience	All managers/employees responsible for carrying out formal risk assessments – <b>once only course</b>
Objectives	To ensure that those carrying out formal risk assessments are doing them effectively (e.g.; they will be “suitable and sufficient”).
Course outline	Topics covered will include the “five steps to risk assessment”; Identifying hazards                      Assessing risk                      Who might be harmed Control measures                      Record /Review
	<b>This course has a multiple choice examination at the end.</b>
Required	Yes – CQC and Management of Health and Safety at Work Regulations
Duration	One day course (09:00 – 16:30)

### First Aid – Awareness/ Annual Refresher

Target Audience	All front line care staff who require an awareness of first aid for the purpose of external regulators (e.g. CQC) and those who are qualified first aiders in the workplace and require a refresher – <b>every two years</b>
Objectives	Equip candidates with the skills to carry out first aid treatment and CPR, and manage injury and recovery in the workplace
Course outline	Topics include how to recognise and deal with casualties who are; Bleeding                      Unconscious                      In shock                      Choking <b>Staff attending must be dressed appropriately as participation/practical demonstrations are required</b>
Required	Yes – CQC competency framework
Duration	½ day course (09.00 – 13.00 or 13.00 – 17.00)

### Personal Safety & Lone Working - “Street-Safe”

Target Audience	Employees who have front line interaction with members of the public or service users and/or those who are classed as lone workers
Objectives	To give employees the skills and knowledge to recognise and deal with potentially aggressive situations
Course outline	Topics covered include; The Law                      The violent behaviour cycle                      Lone working Diffusion techniques                      Underlying factors of aggression/violence
Required	Yes – CQC and Council safety management standard / policy
Duration	One day course (09:00 – 16:30)



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### Principles of COSHH (CIEH Level 2)

Target Audience	Any employees who have day to day contact with materials or substances that may be hazardous to health and those who are carrying out COSHH assessments – <b>once only course</b>
Objectives	To be able to identify and work safely with any hazardous substances or materials
Course outline	Topics include; Recognising COSHH materials      Personal Protective Equipment <b>There is a multiple choice examination at the end of this course</b>
Required	Yes – Control Of Substances Hazardous to Health Regulations
Duration	½ day course (09:00 – 13:00 or 13:00 – 17:00)

### Hygiene and Infection Control

Target Audience	Front line employees who assist with physical care or support of service users – <b>every three years after attending the Health &amp; Safety in Social Care (CIEH Level 2)</b>
Objectives	To ensure employees who work closely with service users protect themselves and the service user from infections
Course outline	Topics include; Effective hand washing      Transmission of infections      Cleaning Antibiotic resistant bacteria      Contamination      Personal Hygiene
Required	Yes – CQC competency framework.
Duration	½ day course (09:00 – 13:00 or 13:00 – 17:00)

### Health & Safety in Health and Social Care (CIEH Level 2)

Target Audience	Identified employees who require a formal qualification in health & safety and hygiene in a social care setting – <b>once only course</b>
Objectives	To understand the need for effective health & safety to prevent infections, accidents, etc
Course outline	Topics include; The Law      Accident prevention      Employers/Employees Responsibilities      Risks & hazards for Carers & Service users <b>There is a multiple choice examination at the end of this course</b>
Required	Yes – CQC competency framework
Duration	One day course (09:00 – 16:30)



# Workforce Development, Social Care & Inclusion

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**\*Modules 1 – 5 make up the assisted manual handling suite for Adult Social Care\***

### Manual Handling - Principles (CIEH Level 2) [Module 1]

Target Audience	Identified employees whose role includes the moving and handling of inanimate objects/service users. <b>Once only course</b>
Objectives	To give employees the skills and knowledge to carry out safer manual handling and to be aware of good back care.
Course outline	Topics include; The Law                      Risk Assessment                      The Spine & Back Ergonomics   Principles of Manual Handling                      Team Handling Mechanics of movement  <b>There is a multiple choice examination at the end of this course</b>
Required	Yes – CQC competency framework and Assisted Manual Handling Document
Duration	One day course (09:00 – 16:30)

### Assisted manual handling of people [Module 2]\*

Target Audience	<b>Staff attending this course must have successfully completed [Module 1]</b>  Front line staff who have not attended assisted manual handling of people training previously – <b>once only course</b>
Objectives	To ensure that employees move and handle service users in a safe manner without causing harm to them or to themselves
Course outline	This course is delivered in-house by the Social Care & Inclusion directorates trained trainers. Topics include;  Sit to stand/Stand to sit                      Assisted walking                      Pushing a wheelchair Chair to chair Transfers                      Bed mobility (including slide sheets)  <b>Staff attending must be dressed appropriately as participation/practical demonstrations are required</b>
Required	Yes – Assisted Manual Handling Document & CQC competency framework
Duration	One day course (09:00 - 16:30)



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### Hoists & Slings [Module 3]\*

Target Audience	<b>Staff attending this course must have successfully completed [Module 1]</b>  Employees who have not had specific hoist and sling training previously who use them as part of their duties – <b>once only course</b>
Objectives	To ensure that employees move and handle service users in a safe manner without causing harm to them or to themselves
Course outline	This course is delivered in-house by the Social Care & Inclusion directorates trained trainers. Topics include;  Identifying parts of a hoist      What checks to complete before using hoists Identify different types of sling and their uses      How to hoist safely  <b>Staff attending must be dressed appropriately as participation/practical demonstrations are required</b>
Required	Yes – Assisted Manual Handling Document & CQC competency framework
Duration	½ day course (09:00 – 13:00 or 13:00 – 17:00)

### Manual handling of people risk assessment [Module 4]

Target Audience	<b>Staff attending this course must have completed and attained a certificate in the CIEH Level 2 Principles in Risk Assessment course.</b>  Identified employees ( <b>WMBC only</b> ) whose role includes the assessing and recording of assisted manual handling of service users – <b>once only course</b>
Objectives	To provide skills in undertaking a manual handling risk assessment for people who require assistance with moving.
Course outline	This course is delivered in-house by the Social Care & Inclusion directorates trained trainers. Topics include;  TILEO Factors      Safer handling plans      Approved documentation
Required	Yes – for those identified as assessors
Duration	½ day course (09:00 – 13:00 or 13:00 – 17:00)





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### Assisted manual handling of people refresher [Module 5]\*

Target Audience	<b>Staff attending this course must have successfully completed [Module 1 &amp; 2/3]</b>  All employees within a social care setting who have completed modules 1, 2 and/or 3 – <b>every three years</b>
Objectives	To ensure that employees continue to handle service users in a safe manner without causing harm to them or to themselves
Course outline	This course must <b>be attended every three years</b> by employees who have completed modules 1, 2 and/or 3. It is delivered in-house by the Social Care & Inclusion directorates trained trainers. Topics include those that have been covered in Modules 2 and 3  <b>Staff attending must be dressed appropriately as participation/practical demonstrations are required</b>
Required	Yes –CQC competency framework and Assisted Manual Handling Document
Duration	One day course (09:00 –16:30)

\* Please note these manual handling modules are currently held at;

Knives Court  
High Street,  
Brownhills,  
Walsall  
WS8 6DJ

If driving please park in the side street adjacent to the venue **NOT** on the residents car park