

VTCT VR02
SUPPORT HEALTH AND SAFETY IN THE
WORKPLACE

Task1- Support health, safety & security in the workplace

a. Why must you not discriminate when dealing with colleagues, customers and visitors to the workplace?

The discrimination act 1995 makes it unlawful for any business to discriminate against any person at work place. Therefore every one should be treated equally.

b. Why must cultural difference be carefully respected?

Cultural difference is also considered as discrimination, so it is important to respect cultural difference.

c. Why must local and national legislation be understood?

It helps the business to be more professional, register with regulatory body i.e.: Inland Revenue. Certain business required licensing business also need to be register with local authority. It also helps to be aware of market trends and bring up the changes accordingly and provide training to staff.

Task 2- Health and Safety Procedures

a. List the people in the establishment who are responsible for the health and safety issues.

- Local Government
- Local Authority
- Employer
- Employees

b. Why is it necessary to have first aid provision and what is advisable?

According to Health and Safety Act 1974, the work place must have first aid provision at work place. It is advised to have a designated first aider at workplace that will provide help in case of accident serious condition dial 999 and ask for ambulance.

c. Grief brief outline and one example of each of the following?

Health and safety at work Act 1974

This act aims to raise the standard of health and safety for all the individuals at work and protect public whose safety may be at risk by the activities of the people at work. Example spillage on the floor should be signed in both words and in picture

Electricity at work Regulations act 1992

This legislation state that all the pieces of electrical equipment in the work place should be checked annually by qualified electrician. They should discontinue using equipment that are broken or damage. Example if the waxing heater is damage than should be marked as damage and put it away on the side.

COSHH Regulation

This regulation illustrates the way in which hazardous substance should be used and stored. It involves assessing risk, precautions, preventing and monitoring exposure and ensuring employees are trained. Example marking spirit or alcoholic products as flammable.

Personal Protective Equipment at work Regulations 1992

The regulation ensures that PPE is applying in the situation here need. It is all the equipment or clothing requires to be worn at work to protect against risk of health and safety. Example low heel and close toe shoes at salon

Data Protection Act

The Data Protection Act 1984 stated that people or business who use personal data must be register with the Data Protection Registrar stating the reason why holding the data. Example keeps client information secure.

Employers Liability (compulsory insurance) Act 1969

Employer must have everyone on the payroll covered by insurance for the claims that might arise when employee suffer from injuries or illness, employees own negligence are not covered by this Act. Example A client injured by the treatment insurance will pay the compensation to client.

d. What is risk assessment?

Risk assessment is to identify hazards exists at the work place and decide what must be done to eliminate the hazards.

e. Give an example of a risk assessment relating to the following.

Manual handling

Making proper use of equipment provided for the safety, assessing the risk of injury done my any hazardous manual handling.

RIDDOR

Entering the detail of injury to the client during the treatment on their record card.

Environment Protection Act- waste regulation

Hazard substance should be dispose of with appropriate safety precautions.

COSHH

Ensuring employees are properly trained, informed and supervised.

Electricity at work regulations

Equipment should be correctly wired and checked annually and sticker should be put on the indicating the date serviced.

Task 3 – Fire and Evacuation Procedures

a. Why is it important to have clear procedures to be followed in case of fire?

It is important to have clear procedures so that the type of fire should be identified whether if it's large or small fire and type of fire equipment required being use.

b. State the action to be taken on discovering a fire on the premises?

Fire alarm should be operated and if don't have fire alarm should shout loudly to ask people to evacuate the building. Turn off all electric equipments and leave the building immediately by the closet fire exit. Out side the building go to the nearest assembly hall and do not enter the building until its safe to do so.

c. List the Evacuation Procedures for the college.

- After hearing the fire alarm follow the staff instructions
- Evacuate the building to the nearest evacuation exit
- Stand to the nearest assemble area and wait for instruction
- Follow the staff after the building is safe to enter

d. List the fire equipment that is available, their location and specific uses.

Fire Equipment	Uses	Band
CO2 Extinguisher Halon gas extinguisher, Dry Powder Extinguisher	Electric fires and burning liquid	Black label Green Blue
Foam Extinguisher	Flammable liquid, Small solid, wood, hair	Yellow
Water Extinguisher	Paper, wood, cloth etc	Red
Fire Blanket	Person, small fires	

e. What legal requirements regarding fire and evacuation have been complied with when providing services to public?

According to Fire Precaution Act 1971:

- Workplace staff must be trained about fire and emergency evacuation
- Smoke alarm should be fitted
- Fire door should be fitted to prevent fire spreading
- Fire exit door should be unlocked
- Fire fighting equipment must be available and in good working order
- Notice of the drill should be displayed
- Proper equipment should be according to the nature of fire
- Fire exit should not be obstructed

f. What action would you take if you had a concern about compliance with these regulations being carried out?

in compliance with carried out these regulations staff need to be fully trained, notice should be display and visible to give guidance, directions and diagram should be provided at workplace if it's a large building to help directing the fire exit route.

Task 4- Security Procedures

a. Why is important to consider security issues at work both whilst open and whilst closed?

It is important to security issues all the time in order to protect stock, premises, people personal belonging and cash.

b. What legislation is involved in the above?

It comes under the Health and safety Act

c. State the safety and security procedures for the following:

People at premises

- Let the supervisor know who is on the premises
- Keep the personal emergency alarm with you

Personal Belongings- student & client

- Providing locker to student and staff to store personal belongings
- Reception area should provide secure storage for client personal belongings while having treatment
- Client property should not be visible in the treatment area

Stock and Equipment

- Good stock control monitoring system
- Products should be stored in locked cupboard and responsible person should keep the key of the cupboard

Taking – Cash

- Till should be kept locked between uses
- Only one or two people should have authority to handle cash
- Have key for the tills

Record Card

- keep card should be under the reception desk
- It should not be visible to public and only be used when needed.

d. What is the procedure for reporting and recording the breach of security?

The breach of security should be reported immediately to the relevant person. Minor incident should need to be notify to supervisor or staff, but in case of major incident may need to notify police so that the action should be taken to resolve the incident

e. Give three Examples of breaches of security.

Example 1. Shoplifting by clients and staff

Example2. Staff stealing money from till

Example3. Theft when the premises are close

