

## LO4: Personal Hygiene, safety and security measures

### Emergency procedures

There should be regular fire evacuation practices and fire drills

Fire safety notices that are visible throughout the setting

Signs indicating fire doors and assembly points

Fire doors kept clear

Fire extinguishers available by exits and fire blankets in the kitchen

### Personal Hygiene

#### Measures

#### How they protect Individuals

Hair tied back or covered

Prevents the transfer of bacteria

Regular brushing of teeth/  
showering

Destroys bacteria – handwashing

Open wounds covered

Removed places for bacteria to be trapped

No jewellery or nail polish worn

Less risk of contamination

Correct handwashing routines

Reduce the spread of infection

Appropriate protective clothing

Hair cannot drop into food.

### Methods for reducing the spread of infection

General cleanliness

- ✓ Spillages and vomit should be cleared up immediately
- ✓ Coffee tables, dining tables cleaned every day, curtains and walls cleaned regularly
- ✓ Remove and wash dirty crockery and toys cleaned frequently

Correct food preparation practices

- ✓ Correct coloured chopping boards to separate raw foods and cooked foods
- ✓ Check use by and eat by dates
- ✓ Cook thoroughly to kill bacteria and wash fruit and vegetables
- ✓ Cover food to protect it from insects and animals

Hand washing

- ✓ Before and after touching raw food or meat
- ✓ After visiting the toilet and emptying the bins
- ✓ After touching soiled bedding or nappies
- ✓ After coughing or sneezing

Wearing disposable gloves

- ✓ Should be worn when changing nappies, soiled bed linen and dressing wounds
- ✓ Dealing with bodily fluids e.g. blood, urine and vomit

Protective clothing

- ✓ Disposable aprons protect your clothes from contamination. A new apron should be worn for every person you are looking after and disposed of immediately.
- ✓ Hairnets and gowns are worn in hospital settings

### Equipment consideration

Appropriate training of staff for specialist equipment e.g. hoist and transfer boards

Equipment is fit for purpose, appropriate for the task and specialist equipment available

Checked regularly for damage – repaired or thrown away e.g. wheelchairs

The care setting should have a reporting system for damaged or faulty equipment

Replacement programme for older or worn-out

### How they improve safety

So staff know how to use it properly

Correct equipment provided for the task, reduces the risk of injury

No worn out, damaged or potentially dangerous equipment will be in use

Action can be taken immediately to take it out of use, reduces injury

A good standard of safe equipment is

### Moving and handling techniques

#### Scenarios

#### Protection of care workers

#### Protection of service users

Assisting an older person with a physical disability out of bed

Gives staff guidance on good practice

Prevents injury to service users

Transfer from bed to chair

Environment, equipment and load will always be risk assessed

Shows respect and instils confidence and trust while making them feel safe

Moving and handling objects e.g. shopping bags

Prevents injury to care workers

Improves comfort and dignity of the service user

Use of a hoist – when bathing

Helps care workers do their job correctly

Safe environment

### Security Measures

- Visitor badges/ staff wearing ID badges
- External doors and gates locked/ Electronic security pads
- Manned reception desks/ Monitoring of keys
- CCTV/ Window locks or restraints

### WHY

1. Security from strangers
2. Controlling who enters the building. Preventing UNAUTHORISED people entering.
3. Prevent service users leaving

### Carrying out risk assessment

1. Look for Hazards
2. Decide who might be harmed and how
3. Consider the level of risk (precautions needed)
4. Make a written record of the findings
5. Review the risk assessment from time to time and improve the precautions

### Reasons for risk assessments

- Risk assessment is a legal requirement under the HASAWA. The written account provides evidence that risk assessment have been carried out
- Staff, service users and visitors have a right to be protected and kept safe from harm
- To check what could cause harm to people
- To prevent accidents, illness and danger
- Staff, service users and visitors will feel confident using the service knowing that risk assessments have been carried out.