# NCFE Level 2 Certificate in Preparing To Work in Adult Social Care

**Assessment 3**

**Learner contact details:**

Name:

Contact Address:

Postcode:

Contact Number:

Email:

**Learner declaration:**

I confirm that the answers in Assessment 3 were completed by me, represent my own ideas and are my own work.

Learner signature: Date:

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**Question 1. Identify the legislation that relates to the recording, storage and sharing of information in social care.**

**Question 2. Explain why it is important to have secure systems for recording and storing information in a social care setting.**

**Question 3. Describe how to access guidance, information and advice about handling information. Give three examples.**

1.

2.

3.

**Question 4. Outline what you should do if you have concerns about the recording, storing or sharing of information.**

**Question 5. List five key pieces of legislation which relate to general health and safety in a social care setting.**

1.

2.

3.

4.

5.

**Question 6. Describe four main points of health and safety policies and procedures.**

1.

2.

3.

4.

**Question 7. Outline the main health and safety responsibilities of:**

A social care worker:

An employer or manager:

Individuals:

Question 8. Identify four work tasks relating to health and safety that should only be carried out following specialist training.

1.

2.

3.

4.

**Question 9. Describe how to access additional support and information relating to health and safety.**

**Question 10. Define the terms ‘hazard’ and ‘risk’.**

Hazard:

Risk:

**Question 11. Describe how to use a health and safety risk assessment.**

**Question 12. Explain when and how you would report potential health and safety risks that have been identified.**

When to report risks:

How to report risks:

**Question 13. Describe three ways that risk assessments can help to address dilemmas between an individual’s rights and health and safety concerns.**

1.

2.

3.

**Question 14. Describe three different types of accident and three sudden illnesses that may occur in an adult social care setting.**

Accidents:

1.

2.

3.

Illnesses:

1.

2.

3.

**Question 15. Outline the procedures which you should follow if any of these accidents or sudden illnesses should occur.**

**Question 16. Explain why it is important for emergency first-aid tasks to only be carried out by qualified first aiders.**

**Question 17. List three routes by which an infection can get into a person’s body.**

1.

2.

3.

**Question 18. Describe two ways in which your own health or hygiene might pose a risk to an individual or to others at work.**

1.

2.

**Question 19. Explain the five stages of the thorough hand washing.**

Stage 1:

Stage 2:

Stage 3:

Stage 4:

Stage 5:

**Question 20. Describe when to use different types of personal protective equipment. Give four examples.**

1.

2.

3.

4.

**Question 21. Identify two main pieces of legislation that relate to moving and handling in a workplace.**

1.

2.

**Question 22. List three principles for safe moving and handling of objects or heavy equipment.**

1.

2.

3.

**Question 23. Explain why it is important to have specialist training before carrying out moving and handling of equipment and objects.**

**Question 24. Explain three reasons as to why it is important to have specialist training before assisting and moving an individual.**

1.

2.

3.

**Question 25. Explain the importance of following an individual’s care plan, and fully engaging with them when assisting and moving.**

**Question 26. Identify four hazardous substances that may be found in a social care setting.**

1.

2.

3.

4.

**Question 27. Describe safe practices for:**

Storing hazardous substances:

Using hazardous substances:

Disposing hazardous substances:

**Question 28. Outline procedures which you would follow in a social care setting to prevent the following from occurring:**

Fire:

Gas leak:

Floods:

Intruders:

Security breaches:

**Question 29. Outline procedures to be followed in the social care setting in the event of the following occurring:**

Fire:

Gas leak:

Floods:

Intruders:

Security breaches:

**Question 30. Identify four of the most common signs and indicators of stress.**

1.

2.

3.

4.

**Question 31. Identify circumstances that may trigger stress in a social care work role. Give four examples.**

1.

2.

3.

4.

**Question 32: Describe three ways to manage stress.**

1.

2.

3.

**Question 33. Describe the main points of agreed procedures about handling medication.**

**Question 34. Identify three people who are responsible for medication in a social care setting.**

1.

2.

3

**Question 35. Explain why medication must only be handled following specialist training.**

**Question 36. Identify three of the food safety standards that are relevant to a social care setting.**

1.

2.

3.

**Question 37a. Explain three ways of storing food safely in an adult social care setting.**

1.

2.

3.

**Question 37b. Explain three ways of maximising hygiene when handling food in an adult social care setting.**

1.

2.

3.

**Question 37c. Explain three ways of disposing of food in an adult social care setting.**

1.

2.

3.

**Question 38. Identify four common hazards when handling and storing food.**

1.

2.

3.

4.