

## Care Skillsbase: Skills Check 8

### Safety Information

#### Interviewer's pack

##### Contents

- Skills Check activity for general use
- Skills Check activity for domiciliary use
- Feedback form
- Personal development form

Summary	
<b>Suitable for</b>	All job roles
<b>Skill checked</b>	Reading
<b>Covers</b>	Language and concepts associated with safety information
<b>Learning for interviewer</b>	Can the member of staff understand written safety information?
<b>Learning for member of staff</b>	Written safety information, including safety signage and fire safety
<b>Approx time needed</b>	Total: 30 minutes (15 minutes for Skills Check and 15 minutes feedback)
<b>How it works</b>	Offers information about safety signs and fire safety and asks reading comprehension questions. Discuss the person's answers to check understanding.
<b>Notes</b>	Uses colour but will work printed in black and white. Show the person your organisation's fire instructions afterwards.
<b>Before you start</b>	Read the <b>general guidance</b> in the <b>Skills Check</b> area of the Skillsbase website.

**We welcome suggestions to improve this Skills Check. Please use the contact form on our website at [www.scie-careskillsbase.org.uk](http://www.scie-careskillsbase.org.uk)**

Effective communication is vital in social care. Use this activity to learn more about the **communication skills** you will be using in your job.

First, write your name and today's date on the line below.






(First name)

(Last name)

(Date: Day-Month-Year)

## 1. Did you know?

There are different kinds of **safety signs**. Each kind is coded by **colour** and **shape**.

Must <b>not</b> do	Warning	General safety	Must do	Fire safety
				
red circle + bar	yellow triangle	green	blue circle	red






Look at the examples below.

 <p>Prohibition signs</p>	 <p>Hazard signs</p>
 <p>General safety signs</p>	 <p>Mandatory signs</p>
 <p>Fire safety signs</p>	

## 2. What sort of sign would you use?

Tick the sort of sign would you use...

- Water from this tap is very hot
- This is the fire alarm button
- Wear protective gloves
- This way to the exit
- No dogs allowed

Sort of sign				
red circle + bar	yellow triangle	green	blue circle	red
				

**3. In case of fire!**

Fire kills, often very quickly. It is important to know exactly what to do if a fire breaks out. Lives may depend on it. Read the fire notice below then answer the questions.



**If you find a fire, do not try to put it out yourself.**

- 1. Break the cover on the nearest alarm button and press it hard. All staff should know where these are.**
- 2. Dial 999 to call the fire brigade.**
- 3. Leave by the nearest exit.**
- 4. Close all the doors.**
- 5. Assist any service users near you.**
- 6. Go to the assembly point.**

- Do not stop to collect belongings.
- Do not go back into the building until you have been told it is safe to do so.

According to this fire notice, are the statements below **True** or **False**?

Circle the right answer

	<b>True</b>	<b>False</b>
a. If you discover a fire, first try to extinguish it.	T	F
b. Shut all the doors.	T	F
c. Press the alarm gently – so as not to damage it.	T	F
d. Do not leave the building until all the service users are safe.	T	F
e. You can get out through a window if you want.	T	F
f. Take anything important with you.	T	F
g. Once out, find somewhere safe to wait.	T	F
h. Return to the building when you think it is safe.	T	F

**4. Any surprises?**

Did any of the instructions in the fire notice surprise you? If so, note the instruction and why it surprised you here.

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Effective communication is vital in social care. Use this activity to learn more about the **communication skills** you will be using in your job.

First, write your name and today's date on the line below.

(First name)



(Last name)

(Date: Day-Month-Year)

## 1. Did you know?

There are different kinds of **safety signs** on chemical products. The instructions on the bottles and packets often include safety information. Always read instructions before using a new chemical.


## 2. What do these signs mean? Match the pictures and words.

1	 <b>IRRITANT</b>	2	 <b>TOXIC</b>	3	 <b>FLAMMABLE</b>	4	 <b>CORROSIVE</b>
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Circle the correct number

- |   |   |   |   |   |
|---|---|---|---|---|
| (a) <b>Poisonous</b> if swallowed or <b>breathed in</b> .       | 1 | 2 | 3 | 4 |
| (b) Damages <b>skin</b> and <b>some surfaces</b> such as metal. | 1 | 2 | 3 | 4 |
| (c) Harms <b>skin, eyes</b> or <b>lungs</b> .                   | 1 | 2 | 3 | 4 |
| (d) Burns or <b>catches fire</b> easily.                        | 1 | 2 | 3 | 4 |

## 3. Read this product label. Use the information on the label to answer the questions below.

<b>BIFF Power Cream</b>		
<b>Instructions for use</b>		
Spray on surface - Leave for a few seconds - Wipe off with a damp cloth - Do not inhale - Rinse hands after use		
 <b>IRRITANT</b>	<ul style="list-style-type: none"> <li>Keep out of reach of children</li> <li>Avoid contact with eyes.</li> <li>In case of contact with eyes, wash with water immediately</li> <li>Do not swallow. If swallowed do not induce vomiting, give plenty of water and seek medical advice. Show this label.</li> </ul>	
		<b>500ml</b> <a href="http://www.biff.com">www.biff.com</a>

(a) What does **inhale** mean?

1. **Eat**    2. **Touch**    3. **Smell**    4. **Breathe**

(Circle the correct word)

(b) Does the label say what to do if you eat or drink any of this product by mistake?

- Yes     No     Not sure

(c) True or false? The label tells you to clean your hands with a damp cloth after using the product.

- True     False

(d) True or false? If you get some of the cleaner in your eyes, you should call a doctor at once.

- True     False

3. In case of fire!

Fire kills, often very quickly. It is important to know exactly what to do if a fire breaks out. Lives may depend on it. Read the fire notice below then answer the questions.

Fire Action

If you find a fire, do not try to put it out yourself.

- 1. Leave the building quickly.
- 2. Shut the doors behind you.
- 3. Dial 999 to call the fire brigade.

Assist any service users you can but do not put yourself at risk.

- Do not stop to collect belongings.
- Do not go back into the building until you have been told it is safe to do so.

According to this fire notice, are the statements below True or False?

Circle the right answer

	True	False
1. If you discover a fire, first try to extinguish it.	T	F
2. Take your bag with you when you go.	T	F
3. Phone 911.	T	F
4. Make sure your service user is safe.	T	F
5. Do not put yourself in danger to help someone else.	T	F
6. Close the doors as you leave.	T	F
7. Return to the building when you think it is safe.	T	F

4. Any surprises?

Did any of the instructions in the fire notice surprise you? If so, note the instruction and why it surprised you here.

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<b>Feedback form</b>	Date:			
Staff member's name				
Staff member's job title				
Interviewer's name				
Interviewer's job title				
<b>1. Interviewer's view</b>	The member of staff...	<b>No</b>	<b>Partly</b>	<b>Yes</b>
a. Used reading skills effectively.				
b. Understood what key words and ideas mean for their work.				
<b>2. Interviewer's reasons</b>	The member of staff...	<b>No</b>	<b>Partly</b>	<b>Yes</b>
a. Read the activity sheet unaided, with understanding.				
b. Completed the activity accurately (showing good reading comprehension).				
c. Completed the activity within the allocated time (showing ability to use written information quickly).				
d. Demonstrated understanding of all key words and concepts.				
<b>3. Next steps to help develop skills and knowledge for the job</b>		<b>Yes</b>	<b>No</b>	
a. Interviewer will arrange monitoring, feedback and support from a supervisor.				
b. Interviewer and member of staff will plan personal development to improve member of staff's understanding of key social care words and ideas.				
c. Interviewer and member of staff will plan personal development to improve member of staff's reading skills.				
<b>4. Interviewer's signature</b>	<b>Staff member's signature</b>			

Use the other side of this sheet for notes

<b>Personal development form</b>	Date:	
Staff member's name		
Staff member's job title		
Interviewer's name		
Interviewer's job title		
<b>1. Learning aim: to work safely and meet quality standards, the member of staff should develop the following reading skills</b>	<b>Tick (✓) if "yes"</b>	
a. General reading skills (to understand written information quickly and accurately).		
b. Care work reading skills (to deal effectively with work-related written information).		
c. Care vocabulary (to understand key words and ideas and how they relate to the job).		
<b>2. How will the learning happen?</b>		
<b>3. What support and resources will be needed to make the learning successful?</b>		
<b>4. When will the learning happen?</b>		
<b>5. How will we know the learning has been successful?</b>		
<b>6. Progress review date</b>		
<b>7. Interviewer's signature</b>	<b>Staff member's signature</b>	