**C3 - HEALTH, SAFETY AND SECURITY**

**Level 1 - Assist in maintaining own and others’ health, safety and security**

* I take responsibility for health, safety and security in my workplace including preventing infection, storing information and keeping buildings safe and secure.
* I keep up to date with mandatory training such as fire awareness, Infection Prevention and Control and Safe Information handling.
* I make sure that my workplace is safe and secure for everyone who comes into contact with my department or work area.
* I promptly address any risks to health, safety or security that are within my area of responsibility.
* I know what to do in an emergency at work and how to get help immediately if required.
* I report any issues at work that may put me or other people at a health, safety or security risk.

**Level 2 - Monitor and maintain health, safety and security of self and others**

* I look for and assess any potential risks to myself and other people in carrying out my work activities.
* I take responsibility for managing identified risks promptly and appropriately.
* I work in ways that support a safe and secure environment for everyone who is in contact with my department and organisation.
* I take action to manage an emergency, calling for help immediately if required.
* I report actual or potential problems that may put health, safety and/or security at risk and suggest ways to manage the problem.
* I encourage and support others to maintain health, safety and security at work, including preventing infection, using information safely and keeping buildings safe and secure.

**Level 3 - Promote, monitor and maintain best practice in health, safety and security**

* I identify and manage risks at work, including those related to staff health and well-being, infection prevention & control, information governance and building security and I help others to do the same.
* I ensure the working environments and practices in my area of responsibility comply with my organisation's health, safety and security policies and I undertake regular checks.
* I take prompt and effective action when any risk is identified, referring those hazards and risks outside my level/area of authority to the appropriate people.
* I develop plans to promote a health and safety culture in the workplace, identifying and taking appropriate action where improvements and changes may be necessary.

**Level 4 - Maintain and develop an environment and culture that improves health, safety and security**

* I assess how well my service and/or my team ensures the health and well-being, safety and security of colleagues, patients/clients and others.
* I develop plans to promote and implement a health and safety culture in the workplace.
* I regularly check the effectiveness of the workplace health and safety procedures, including infection prevention and control, information governance and building security and identify opportunities for further improvements to the health and safety culture in the workplace.
* I take immediate appropriate action when problems or adverse events are observed or reported.
* I investigate any potential or actual health, safety and security breach and, where appropriate, take prompt remedial action and communicate findings to appropriate people.