

## Running Sheet

Session / Topic	Learning Strategy	Timing
<b>Course Introduction</b>	Slides 1 – 2 : Introduction (Pages 5-6)	9.00 - 9.10am
<b>The Framework</b> <b>Resources:</b> Safety Awareness video Manual for each participant	<b>Video 1 – watch the first Safety Awareness excerpt and note relevant general points relating to your service. Video rewound to start, played through to 10.39 on the counter (this is the start of the Manual Handling section).</b>  <b>Group discussion on the points from the video that people noted. This may require prompting to begin, storage is usually a good thing to get people talking. Note the responses on the white board for possible later reference.</b>	9.45 – 10.00am
<b>Background</b>	Slides 4 – 5: Why should I bother? (Pages 2-3) Slides 6 – 7: UnitingCare response (Pages 7-8)	10.00 – 10.30am
<b>Tea Break</b>	Wind on video through the Manual Handling and Lifting & Carrying sections during the break. This will take you through to the start of the ‘Good Housekeeping’ section at approx 14.50 on the counter	10.30 – 10.45am
<b>How does it work?</b> <b>Resources:</b> Safety Awareness video SafeCare sheets required for activities are provided in the training manual	<b>Video 2 – participants watch the second Safety Awareness excerpt and note relevant specific points relating to their service. This will cover the Good Housekeeping, Safety Policy and Tools a&amp; Equipment sections. Stop the tape when it reaches the Personal Protective Equipment section.</b>  <b>Group discussion on the points from the video that people noted. This should provide slightly different results than the previous discussion, ensure that participants are as specific as they can be. Start the discussion around housekeeping issues and include some discussion about using correct tools such as ladders rather than chairs.</b>	10.45 – 11.00am
	<b>Slides 10:</b> The SAFE system (pages 9-16) <b>Slides 11 – 12:</b> Using the Safe System (pages 17-19) <b>Activity 1 – Case Study One – use the Safe system to assess the risk and plan to deal with the hazards identified in Case Study One. Note responses on SAFEGuard and SAFECheck. This should be done in pairs.</b>	11.00 – 11.15am
	<b>Activity 2 – SAFESpace or SAFESearch – use <u>one of these</u> to assess your work space here and at the service. Choose whichever is more appropriate to the participant group, for example, day carers will not have an office area as such so SAFESpace is not really relevant. Point out key issues from the notes in the manual. These are on Pages 20 &amp; 22 respectively.</b> <b>Activity 3 – Case Study One – use SAFERecord to record and investigate the incident identified in Case Study Two. This should be done in pairs.</b> <b>Activity 4 – SAFEInduct or SAFETest – use <u>one of these</u> to think through induction or equipment testing at the service. Once again choose whichever is the most appropriate for participants, pointing out key issues from the notes in the manual. These are on Pages 29 &amp; 31 of the manual respectively.</b>	11.15 – 11.50 am
<b>Conclusion</b> <b>Resources:</b> Course Evaluation Sheet	<b>Slide 19:</b> Where to from here? <b>Activity – Course Evaluation</b>  <b>Course Evaluation Sheet</b>	11.50 - 12.00pm

