

Unit 1: Dealing with Routine and Non-Routine Waste

Unit code: R/502/2250

QCF Level 2: BTEC Specialist

Credit value: 4

Guided learning hours: 35

Unit aim

The unit deals with the transfer of routine and non-routine waste. Learners will understand how to handle, deal with and transfer routine and non-routine waste. This will include hazardous, non-hazardous and clinical waste

Unit introduction

Dealing with routine and non-routine waste is fundamental to the cleaning and support services industry to avoid the risk of cross-contamination and infection, and promote a safe, clean and hygienic environment for those working and using the areas. Learners need to know what the different types of waste are in order that they will be able to identify and deal with them appropriately.

Learners will understand the importance of safe working practices, including, personal hygiene and correct use of personal protective equipment when handling, transferring and storing waste. They will understand their requirements under the Health and Safety at Work Act and Personal Protective Equipment (PPE) at Work Act. They will also learn the importance of labelling, including colour-coding systems and the correct containers to use to avoid cross-contamination, infection, accidents and near misses to ensure appropriate collection and disposal of waste. It is important that learners know the actions to be taken in the event of spillages and how to deal with suspicious waste in order that the health and safety of themselves, colleagues, the public and environment is safeguarded. The learner will also need to understand the importance of recycling.

Learners will understand the relevant organisational procedures and the principles of dealing with routine and non-routine waste. The unit will cover the handling and disposing of hazardous and non-hazardous waste, dealing with sharps and dealing with damaged or broken waste containers. Learners will also understand the requirements relevant regulations and legislation.

Learning outcomes and assessment criteria

In order to pass this unit, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit.

On completion of this unit a learner should:

Learning outcomes	Assessment criteria
1 Understand procedures for handling routine and non-routine waste	<p>1.1 describe different types of waste, including:</p> <ul style="list-style-type: none"> - routine - non-routine - hazardous - non-hazardous - clinical <p>1.2 explain the importance of following a regular process for clearing waste</p> <p>1.3 explain the importance of maintaining personal hygiene when handling waste</p> <p>1.4 list types of waste which can be recycled</p> <p>1.5 explain the importance of recycling</p> <p>1.6 describe procedures for handling and disposing of hazardous and non-hazardous waste</p> <p>1.7 describe the actions to take when dealing with a risk of infection</p> <p>1.8 explain the importance of using personal protective equipment when handling waste</p> <p>1.9 describe how to prepare self and work areas prior to handling routine and non-routine waste</p> <p>1.10 explain the importance of correct segregation of waste</p> <p>1.11 describe how to deal with incorrectly segregated waste</p> <p>1.12 explain the importance of marking, labelling and recording non-routine waste</p> <p>1.13 describe correct procedures for disposing of sharps</p> <p>1.14 explain the importance of reporting waste which looks suspicious</p>

Learning outcomes	Assessment criteria
2 Understand how to handle and transfer routine and non-routine waste	2.1 describe safe methods for transferring waste 2.2 describe different types of waste container 2.3 explain the importance of having suitable locations for holding areas and collection bins 2.4 explain the importance of keeping holding areas clean 2.5 describe the implications of broken or damaged waste containers 2.6 describe procedures for dealing with broken or damaged waste containers 2.7 state when waste containers should be double bagged 2.8 describe the principles of dealing with routine and non-routine waste spillages

Unit content

1 Understand procedures for handling routine and non-routine waste

Different types of waste: routine (frequently occurring); non-routine: (in-frequently occurring); hazardous (potential to cause harm; flammable; toxic; corrosive; irritant; clinical); non-hazardous (waste not causing harm); clinical (waste from human or animal tissue; medicinal products; swabs; dressings; syringes; needles or sharps)

Importance of following a regular process for clearing waste: maintain health and safety (self; colleagues; customers; public; environment); to avoid (cross-contamination; infection; accidents; near misses; pest infestation; unpleasant odours)

Importance of maintaining personal hygiene: maintain health and safety (self; colleagues; customers; public; environment); to avoid (cross-contamination; infection; illness) maintain business reputation

Types of waste which can be recycled: paper; cardboard; plastic; glass; metal; wood; plant/green waste

Importance of recycling: comply with organisational procedures and relevant regulations; reduce pollution; save energy; save money; reduce emissions

Procedures for handling and disposing of hazardous and non-hazardous waste: follow organisational procedures, comply with relevant regulations and legislation; use correct labelling (stickers, labels, waste transfer notes); follow organisational colour-coding systems; relevant equipment (bags, bin liners, containers, litter-picking tongs; trolleys; warning sign; mops and bucket; cloths); appropriate collection and disposal points (separate, secure); security requirements (secure bags and containers; locking bins and compounds); safe lifting and handling

Actions to take when dealing with risk of infection: follow organisational procedures for notification and type of infection risk; use appropriate PPE (gloves; apron; mask); isolate area; report risks to relevant person

Importance of using PPE: comply with organisational procedures, comply with relevant regulations and legislation; (Personal Protective Equipment (PPE) at Work Regulations); to reduce risks; avoid (hazards; infection; cross-contamination; injury)

How to prepare self and work areas prior to handling routine and non-routine waste: follow organisational procedures, relevant regulations and legislation for work area and type of waste; appropriate PPE; appropriate jewellery; regular hand-washing; report any personal illness to appropriate person; assess risks and hazards; remove obstacles; follow colour-coding systems; use appropriate signage

Importance of correct segregation of waste: comply with organisational procedures and relevant regulations and legislation for type of waste; to avoid (cross-contamination; infection; injury; accidents and near misses); to follow the appropriate storage and disposal processes (recycling; security; data protection)

How to deal with incorrectly segregated waste: follow organisational procedures, relevant regulations and legislation for type of waste; follow safe working practices (correct bag or containers; correct collection point; correct storage point); report to appropriate person; deal within limits of job role

Importance of marking, labelling and recording of non-routine waste: comply with organisational procedures, relevant regulations and legislation for type of waste; correct identification; correct segregation of different types of waste; allow tracking of waste; avoid cross-contamination and infection; maintain security of confidential waste; ease of collection and disposal; appropriate recycling

Correct procedures for disposing of sharps: follow organisational procedures, relevant regulations and legislation for sharps (needles, syringes, blades); appropriate PPE (uniform, gloves, apron); use collection tweezers; use colour-coded sharps containers; closures and tops of containers secured; correct labelling; correct collection point

Importance of reporting suspicious waste: comply with organisational procedures, relevant regulations and legislation for suspicious waste (unidentifiable, hazardous, unusual place); avoid (hazards; risk of injury; infection; cross-contamination; security risk); to maintain health and safety (self; colleagues; customers; public; environment); to allow prompt, corrective and effective action

2 Understand how to handle and transfer routine and non-routine waste

Safe methods for transferring waste: follow organisational procedures, relevant regulations and legislation for type of waste; use appropriate PPE (gloves, apron, protective footwear); use correct containers (colour-coded; separate); follow safe lifting and handling techniques; use correct labelling; use correct recording

Different types of waste container: bags; indoor containers; outdoor containers; colour-coded containers; wheeled containers; containers specific to type of waste (sharps; sanitary; clinical; recycling)

Importance of having suitable locations for holding areas and collection bins: comply with organisational procedures and relevant regulations; to avoid (cross-contamination; infection; disease; health hazards; accidents and near misses; pest infestation; security risks); simplicity of collection and disposal; to follow appropriate recycling

Importance of keeping holding areas clean: to comply with organisational procedures and relevant regulations and legislation; to avoid (unpleasant odours; pest infestation; cross-contamination; infection and disease); simplicity of collection and disposal

Implications of broken or damaged waste containers: contamination risk; health risk; potential spillages; risk of accidents and near misses; pest infestation; unpleasant odours; unpleasant appearance; security risk

Procedures for dealing with broken or damaged waste containers: follow organisational procedures and relevant regulations and legislation for type of waste; report damage or spillage to relevant person; appropriate PPE; correct bagging (type; colour); correct transfer of waste (bag; container; trolley)

When waste containers should be double bagged: heavily soiled; unpleasant odours; leakage or potential leakage; contagious/infectious; heavy

Principles of dealing with routine and non-routine spillages: follow organisational procedures and relevant regulations and legislation for type of spillage; secure the area; use of appropriate signage; identify the spillage; report spillage to relevant person; limit of authority (request assistance, contact line manager); appropriate PPE (gloves, apron, mask, goggles, protective footwear)

Essential guidance for tutors

Delivery

This unit introduces and gives the learners the knowledge to deal with the transfer of routine and non-routine waste and can be delivered through practical activities as well as classroom and theory-based instruction. Learners will need to understand the correct and safe procedures for handling and disposing of waste, including hazardous and non-hazardous waste.

Learners should understand safe lifting and handling methods. They should be given the opportunity to be involved in the steps to handle, remove and dispose of different types of waste. This will lead to a greater understanding of the measures needed to reduce risks of injury and infection.

Internet research can provide a useful source of information relating to the different types of waste learners may be required to deal with and the safety implications of incorrect handling procedures. Learners are encouraged to consider the types of waste which can be recycled and why recycling is important.

Visits to large organisations or hospitals would help to create and raise interest in the process for clearing waste and why personal hygiene and the use of PPE is important. This will equip the learners with both the knowledge and an opportunity to develop practical skills to experience the correct procedures. Handouts and short briefs can also be used to inform learners of the importance of marking, labelling and recording non-routine waste and simulation used to complete relevant documentation if possible. It is essential for learners to gain an understanding of how to prepare themselves and their work areas prior to handling waste, and why correct segregation is important. Learners should also know how to deal with incorrectly segregated waste, suspicious waste, and why this is important. Learners will need to know the safe methods for transferring waste using the different types of waste container. It is important for learners to know when waste containers should be double-bagged. Demonstrations of suitable locations for holding areas and collection bins would be useful in highlighting the importance of segregating waste and maintaining health and safety.

The HSE has produced a range of relevant briefing sheets on a range of key issues relating to waste which could be used to inform learning, including relevant legislation and regulations on the handling and disposing of needles and sharps, and in dealing with waste spillages. Electronic media could also aid delivery and raise interest and awareness of keeping holding areas clean and the procedures for dealing with broken or damaged waste containers and the implications of this.

Assessment

This unit is externally assessed by the use of externally set, on-screen multiple choice tests, administered by the centre.

The qualifications are criterion-referenced, based on the achievement of all the specified learning outcomes.

To achieve a 'pass' a learner must have successfully passed all the assessment criteria in the unit.

The multiple choice tests assess all the learning outcomes in the unit and meet the standard determined by the specified assessment criteria in the unit.

All of the content in each unit is mandatory. Therefore tutors must ensure that learners have covered all the content before sitting any external test.

Information relating to external assessments can be found in the *Centre Guidance for Tested Vocational Qualifications* which can be found on the Edexcel website (www.edexcel.com).

Essential resources

For this unit learners should have access to an adequate range of books and journals together with copies of media reports. Access via electronic links to relevant websites, and case studies would also be useful learning materials.

Indicative resource materials

Textbooks

Canwell, Pope, Rivers, Roberts, Whaites – *NVQ/SVQ and Technical Certificate Level 2 Cleaning* (Heinemann, 2009) ISBN 9780435501204

HSE – *Essentials of Health and Safety at Work* (HSE Books, 2006)
ISBN 9780717661794

Journals

Cleaning Hygiene Today – MPP Ltd Magazines

Cleaning Matters – Cleaning Matters

The Voice – British Cleaning Council

Websites

www.assetskills.org	Sector Skills Council for facilities management, housing, property, planning, cleaning and parking
www.bics.org.uk	Independent, professional and educational body within the cleaning industry
www.cleaningindustry.org	Cleaning and Support Service Association
www.cleaning-matters.co.uk	Online cleaning magazine
www.environment-agency.gov.uk	Public Body responsible to the Secretary of State for Environment
www.hse.gov.uk	Health and Safety Executive
www.wasteonline.org.uk	Online document library on waste issues