

Continuing Competence Syllabus

TITLE:	GENERIC – ENVIRONMENTAL PROTECTION (EP)	
Syllabus areas	Learning Outcome <i>The candidate will be able to:</i>	Sources
<p>1. Environmental risks</p> <ul style="list-style-type: none"> • Environmental Risk assessment • Awareness of pathways / receptors • ‘Appropriate Measures’ • Written Management System 	<p>1.1 Know the key criteria of a site environmental risk assessments</p> <p>1.2 Know the difference between a risk and a hazard</p> <p>1.3 Know what is meant by the term ‘appropriate measures’ used in relation to managing environmental risks</p> <p>1.4 Know how to ensure a written management system enables compliance with permit and relevant Risk Assessments</p>	<ul style="list-style-type: none"> • Incident Response Planning: PPG 21 (March 2009) • PPG1: General Guide to the Prevention of Pollution – July 2013 • H1 Environmental Risks Assessment • H1 Annex A – Amenity & accident risk from installations and waste activities • How to comply with your environmental permit v.6 June 2013 (EA Guidance) (NB: this document will shortly be replaced by GOV.UK web pages shortly!)
<p>2. Controlling emissions</p> <ul style="list-style-type: none"> • Control of litter, odour, mud, dust, vermin, noise and flies • Discharge of water from site • Major emissions from your facility which need managing / reporting 	<p>2.1 Know the difference between a point source and fugitive emissions</p> <p>2.2 Know the ‘appropriate measures’ used to control nuisance to neighbours, including:</p> <ul style="list-style-type: none"> • Mud, • Dust, • Litter • Pests <p>2.3 Know the ‘appropriate measures’ that can be used to prevent noise nuisance from the site</p> <p>2.4 Know how to record the measures used in written management systems</p> <p>2.5 Know who to apply to discharge surface water and liquids from a site to:</p> <ul style="list-style-type: none"> • a watercourse • ground 	<ul style="list-style-type: none"> • How to comply with your environmental permit v.6 June 2013 (EA Guidance) • H1 Annex A - Amenity and accident risks from installations and waste activities • Environmental Permitting: H3 Part 2 noise assessment and control • Noise impact assessment: information requirements • Environmental permitting for discharges to surface water and groundwater - Environment Agency

Continuing Competence Syllabus

	<ul style="list-style-type: none"> • sewer <p>2.6 Know the requirements of an emissions management plan</p> <p>2.7 Know the requirements of an odour management plan</p> <p>2.8 Know the requirements of a noise and vibration management plan</p>	
<p>3. Containment and storage on site</p> <ul style="list-style-type: none"> • Impermeable pavements • Sealed drainage • Hard standing • Bunding • Interceptors • Oil storage • Waste quarantine areas 	<p>3.1 Know the definition of the term 'secondary containment'</p> <p>3.2 Know the required checks for an on-site 'sealed drainage system' and bunded areas</p> <p>3.3 Know the effect of using detergents for washing in an area served by an oil interceptor</p> <p>3.4 Know the difference between 'hard standing' and an impermeable pavement/ impervious surface</p> <p>3.5 Know the definition of the term 'sealed drainage system'</p> <p>3.6 Know the infrastructure requirements for the operational areas on a site including potential quarantined waste areas</p> <p>3.7 Know the requirements for safely storing oil, other polluting liquids</p> <p>3.8 Know the maintenance checks required to maintain site infrastructure and prevent pollution</p> <p>3.9 Know how to manage and store combustible materials safely in accordance with a Fire Prevention Plan</p>	<ul style="list-style-type: none"> • Above Ground Oil Storage Tanks: PPG 2 – August 2011 – Environment Agency • PPG3 Use and design of oil separators in surface water drainage systems – 2006 - Environment Agency • How to comply with your environmental permit v.6 June 2013 (EA Guidance) • https://www.ciria.org/Resources/Free_publications/c736.aspx • Understanding permeable and impermeable surfaces: Technical report on surfacing options and cost benefit analysis • Fire Prevention Plans Guidance: https://www.gov.uk/government/publications/permitted-sites-fire-prevention-plans • WISH28: Reducing Fire Risk at Waste Management Sites NB: Weblink will change soon (being hosted by CIWM)
<p>4. Fires</p> <ul style="list-style-type: none"> • Fire Prevention 	<p>4.1 Know the measures used to prevent fires and minimise their impact on a waste facility</p> <p>4.2 Know when a Fire Prevention Plan is needed</p> <p>4.3 Know the key elements of a Fire Prevention</p>	<ul style="list-style-type: none"> • WISH28: Reducing Fire Risk at Waste Management Sites NB: Weblink will change soon (being hosted by CIWM) • Fire Prevention Plans Guidance: https://www.gov.uk/government/publications/permitted-sites-

Continuing Competence Syllabus

	<p>plan and how it should be implemented</p> <p>4.4 Know the information that should be made available about a waste facility to emergency services in case of fire</p>	<p>fire-prevention-plans</p>
<p>5. Environmental incidents/spillages on site</p> <ul style="list-style-type: none"> • Steps needed to remediate problems • Prevention • Reporting • Enforcement • Spill kits (including what to do with the absorbents) • House keeping • Flood Risk • Surface water/ drainage 	<p>5.1 Know the actions to take in the event of a spillage or other accident which causes or could potentially cause environmental damage</p> <p>5.2 Know the records, reports and notifications required in order to comply with permits</p> <p>5.3 Know how to check if a facility is liable to flood in order to ensure appropriate measures are included in the written management system for the site to minimise environmental harm.</p> <p>5.4 Know the colour the Regulator recommends for foul water and surface water drain covers</p> <p>5.5 Know the factors taken into account by the courts under the Sentencing Guidelines when deciding on penalties for environmental pollution/ non-compliance with permits</p>	<ul style="list-style-type: none"> • Pollution Prevention Pays • Incident Response Planning: PPG 21 (March 2009) • How to comply with your environmental permit v.6 June 2013 (EA Guidance) • Regulatory Guidance Series No 11: Enforcement powers • PPG2: Dealing with Spills – April 2011 Environment Agency • Environmental Offences: Sentencing Guidelines • Environment Agency – Check flood warnings and river levels.
<p><u>Additional Sources of information:</u></p> <ul style="list-style-type: none"> • Environmental Permitting (England and Wales) Regulations 2010 • The Environmental Permitting (England and Wales) Regulations 2013 (and other amendments) NB: consolidated version of permitting regulations currently being consulted on. 		

Continuing Competence Syllabus

Title:	GENERIC – HEALTH AND SAFETY (H & S)	
Syllabus areas	Learning Outcomes	Source
	<i>The candidate will be able to:</i>	
<p>1. Health and Safety Legislation</p> <ul style="list-style-type: none"> • Legal responsibilities • COSHH • RIDDOR (reportable diseases) 	<p>1.1 Know the responsibilities of employers and employees under the Health and Safety at Work Act 1974</p> <p>1.2 Know what is meant by the term ‘reasonably practicable’</p> <p>1.3 Know why procedural compliance with health and safety legislation is monitored</p> <p>1.4 Know what accidents require reporting to the Health and Safety Executive under RIDDOR</p> <p>1.5 Know the main features and legal requirements of COSHH (including COSHH assessments)</p> <p>1.6 Know how to recognise hazardous substances that may require COSHH assessments</p>	<ul style="list-style-type: none"> • HSE – Waste Management and recycling • HSE - HSG65: Managing for Health and Safety (3rd edition, published 2013) • HSE - Reporting accidents and incidents at work – a brief guide to RIDDOR 2013 (published 10/13) • Health and Safety at Work etc. Act 1974 • Control of Substances Hazardous to Health Regulations 2002 • HSE Guidance - COSHH • HSE - What is a ‘substance hazardous to health?’ • HSE – Health and safety training in waste management and recycling
<p>2. Noise, vibration and asbestos</p> <ul style="list-style-type: none"> • Noise at work • RSI and Upper Limb Disorder • Asbestos • Vibration 	<p>2.1 Know the noise action ‘trigger’ levels</p> <p>2.2 Know how to manage and mitigate noise levels caused by permitted activities on site</p> <p>2.3 Know when exposure to hand-arm vibration and whole body vibration may occur</p> <p>2.4 Know the requirements for controlling and preventing the effects of vibration at work</p> <p>2.5 Know where to go for more information on controlling and preventing the effects of vibration at work</p> <p>2.6 Know an operator’s responsibilities regarding potential exposure to Asbestos and other harmful substances when managing waste</p>	<ul style="list-style-type: none"> • HSE – Noise at Work (published 11/12) • HSE – Noise FAQs • HSE – Vibration at Work • HSE – Asbestos

Continuing Competence Syllabus

<p>3. Risk Assessment</p> <ul style="list-style-type: none"> • Reasons for monitoring health and safety • Risk Assessment 	<p>3.1 Know the difference between a hazard and risk</p> <p>3.2 Know the purpose of risk assessment</p> <p>3.3 Know the first stage of risk control</p> <p>3.4 Know why Personal Protective Equipment (PPE) is the last stage in risk control</p> <p>3.5 Know the requirements for monitoring and ensuring staff practices comply with health and safety procedures</p>	<ul style="list-style-type: none"> • HSE – Controlling Risks in the workplace • HSE – Risk Assessment - A Brief Guide to Controlling Risks in the Workplace • HSE - Risk Management – Frequently Asked Questions • HSE - Personal Protective Equipment at Work (2nd Edition) • HSE – The Health and Safety Toolbox: Personal Protective Equipment
<p>4. People on site (staff and non-staff)</p> <ul style="list-style-type: none"> • Traffic Management Plan • Onsite Contractors • Safety Signs • Safety Information 	<p>4.1 Know the purpose and main features of a Traffic Management Plan</p> <p>4.2 Know the control measures used to minimise the risk posed by vehicles reversing on site</p> <p>4.3 Know the responsibilities for onsite contractors with regards to health and safety</p> <p>4.4 Know the different health and safety signs used on site</p> <p>4.5 Know the safety information that should be given to anyone visiting the site</p>	<ul style="list-style-type: none"> • HSE - HSG136: Workplace transport safety (2nd edition, published 2005) • Health and Safety at Work etc. Act 1974 • HSE – Safety Signs and Signals: Guidance on Regulations (3rdnd edition, published 2015) • HSE – HSG159: Managing Contractors – A Guide for Employers (2nd edition, published 2011) • HSE - Reversing • HSE – Waste Management and recycling
<p>5. Permits to work</p> <ul style="list-style-type: none"> • Requirements • Definitions • Explosive atmospheres • Confined spaces 	<p>5.1 Know what a Permit to Work is</p> <p>5.2 Know when a Permit to Work is required</p> <p>5.3 Know what is meant by the terms:</p> <ul style="list-style-type: none"> – an explosive atmosphere – oxygen deficient areas (confined space) <p>5.4 Know the tests required before entering a confined space</p> <p>5.5 Know who is permitted to enter a confined space once tests have been carried out</p> <p>5.6 Know how to control the risk of falling from a height</p>	<ul style="list-style-type: none"> • HSE – Confined Spaces • HSE – Safe Work in Confined Spaces (3rd edition, published 2014) • HSE Guidance – Dangerous Substances and Explosive Atmospheres Regulations 2002 • HSE – Dangerous substances and explosive atmospheres (2nd edition, published 2013) • HSE – Guidance – Confined Spaces • HSE – Confined Spaces: a brief guide to working safely (published 01/13) • HSE – The Health and Safety Toolbox: Working at height. • HSE – The Work at Height Regulations 2005: a brief guide (revised 01/14) • HSE – Waste Management and recycling • The Health and safety toolbox: How to control risks at work

Continuing Competence Syllabus

<p>6. Requirements of using equipment</p> <ul style="list-style-type: none"> • Lifting Equipment • Work place equipment • Plant maintenance 	<p>6.1 Know the main features and legal requirements of:</p> <ul style="list-style-type: none"> – LOLER – PUWER <p>6.2 Know the inspection frequencies for lifting equipment</p> <p>6.3 Know what is meant by the terms:</p> <ul style="list-style-type: none"> – ‘roll-over-protection’ – S.W.L. <p>6.4 Know the routine maintenance required on:</p> <ul style="list-style-type: none"> – plant – equipment <p>6.5 Know who can carry out maintenance on plant and equipment</p>	<ul style="list-style-type: none"> • HSE – Lifting Equipment at Work: a brief guide (published 03/13) • HSE – LOLER Guidance • HSE – Providing and using Work Equipment Safely (published 03/13) • HSE - Safe Use of Work Equipment: PUWER guidance (4th edition, published 2014) • HSE – Waste Management and recycling • HSE – Maintenance – vehicles and machinery
<p>7. Manual Handling</p> <ul style="list-style-type: none"> • Manual handling techniques 	<p>7.1 Know the factors to consider when undertaking a manual handling task</p> <p>7.2 Know the alternatives to manual lifting</p> <p>7.3 Know what is meant by the term ‘team lifting’</p>	<ul style="list-style-type: none"> • HSE – Manual Handling • HSE – Manual Handling at Work: a brief guide (published 11/12) • HSE – FAQs: Manual Handling • HSE – Team handling • HSE - Guidance for team handling tasks • ROSPA – What is Manual Handling?
<p>NB: this continuing competence test does not remove the need for appropriate H&S training / advice.</p> <p>Further information sources:</p> <ul style="list-style-type: none"> • http://www.hse.gov.uk/waste • http://www.hse.gov.uk/waste/wish.htm • http://www.hse.gov.uk/pubns/waste21.pdf 		

Continuing Competence Syllabus

Title:	GENERIC – LEGISLATION (LEG)	
Syllabus areas	Learning Outcomes <i>The candidate will be able to:</i>	Source
1. Waste Classification <ul style="list-style-type: none"> • Classifying waste • Waste codes • Waste acceptance • Waste hierarchy 	1.1 Know how to classify different types of waste 1.2 Know how to use the Consolidated List of Wastes (EWC) to identify the correct codes for waste 1.3 Know the Waste Acceptance Criteria for landfill 1.4 Know how to apply the Waste Hierarchy to waste in order to comply with the Hierarchy Declaration	<ul style="list-style-type: none"> • Environment Agency – How to Classify different types of waste. • Waste Classification Technical Guidance - WM3 1st Edition 2015 • Waste Hierarchy Guidance – DEFRA June 2011 • Environment Agency – Waste Acceptance at Landfills • Waste (England and Wales) Regulations 2011
2. Duty of Care/ Carrier Registration <ul style="list-style-type: none"> • Registration of waste carriers • General requirement of duty of care (Inc. transport/transfer of waste) • Waste classification / Lists of Wastes (EWC) • Record keeping/ Waste Information 	2.1 Know the responsibilities of all those who handle waste in terms of duty of care 2.2 Know the duty of care requirements for waste storage in order to prevent escape when transferring or receiving waste 2.4 Know the documentation required when receiving or sending waste for disposal or treatment (including the use of electronic transfer notes) 2.5 Know the written information required when transferring or receiving waste 2.6 Know the checks for certifications and permissions before accepting or passing on any waste	<ul style="list-style-type: none"> • Environment Agency – Business and Commercial Waste • GOV.UK - Transfer Notes • Duty of Code of Practice – (shortly to be replaced) – this link does not work unless you cut and paste into a search engine of your choice! http://webarchive.nationalarchives.gov.uk/20130402151656/http://archive.defra.gov.uk/environment/waste/controls/documents/waste-man-duty-code.pdf • Electronic Duty of Care – edoc • Check if a waste carrier is registered – GOV.UK • Environment Agency - Moving Waste • Waste (England and Wales) Regulations 2011 • Waste (England and Wales) (Amendment) Regulations 2014 • 'Waste Information' and 'Written Information' requirements. • Use of Consolidated list of waste (EWC) – appendix A of Waste Classification Technical Guidance (WM3)
3. Hazardous Waste	3.1 Know the common types of hazardous wastes 3.2 Know how to determine if a waste is hazardous or non-hazardous	<ul style="list-style-type: none"> • Hazardous Waste Overview – GOV.UK • Waste Classification Technical Guidance - WM3 1st Edition 2015

Continuing Competence Syllabus

<ul style="list-style-type: none"> • Identification • Classification • Consignment 	<p>3.3 Know the consignment procedure for hazardous waste</p>	<ul style="list-style-type: none"> • Hazardous Waste Consignment Notes – GOV.UK
<p>4. Environmental Permitting Regulations</p> <ul style="list-style-type: none"> • Environmental Permits • Enforcement • Offences and penalties • Sentencing • Exemptions • Operator Competence • EMS 	<p>4.1 Know the purpose of an Environmental Permit</p> <p>4.2 Know who can apply for an Environmental Permit</p> <p>4.3 Know the consequences of not complying with an Environmental Permit and the enforcement options available to the Regulators</p> <p>4.4 Know the offences and the penalties under the Environmental Permitting Regulations</p> <p>4.5 Know the criteria within the Sentencing Guidelines used for determining penalties</p> <p>4.6 Know what to do if:</p> <ul style="list-style-type: none"> – You require an Environmental Permit to be changed – You need to transfer an Environmental Permit to somebody else – You want to cancel an Environmental Permit <p>4.7 Know where to find details of exemptions and how to comply</p> <p>4.8 Know the requirements for maintaining Operator Competence</p> <p>4.9 Know why a written management system is essential to a site and how to ensure everyone complies with it</p>	<ul style="list-style-type: none"> • Environment Agency – RGN 1 Understanding the meaning of operator (April 2010, V4) • Environmental Permitting (England and Wales) Regulations 2010 • The Environmental Permitting (England and Wales) (Amendment) Regulations 2012 • The Environmental Permitting (England and Wales) Amendment Regulations 2013 • The Environmental Permitting (England and Wales) (Amendment) Regulations 2015 • The Environmental Permitting (England and Wales) (Amendment) (No. 3) Regulations 2015 • Environment Agency enforcement, sanctions and offences – GOV. UK • Environmental Offences – Sentencing Guidelines • Check if you need an environmental permit • Application for an Environmental Permit Part A (version 9, Dec 2014) • Application for an Environmental Permit Part D2 (version 8, Dec 2013) – Transfer, Transfer your permit • Change (vary) an existing permit • Cancel your permit • Environment Agency – Waste operations covered by exemptions • RGN5 Operator Competence • Continuing Competence – CIWM/WAMITAB Operator Competence Scheme
<p>Additional Sources of information:</p> <p>Waste (England and Wales) Regulations 2011</p>		