**Health and Safety**

**Content Changes 2016-2018 Revision Guide**

***All page numbers refer to the 2016-2018 Revision Guides with red covers.***

*Section 2: Noise, page 19*

Noise at work can interfere with communications and make warnings harder to hear. It can also reduce people’s awareness of their surroundings.

*Section 3: Hazards, Risk and Risk Assessment, page 24*

The process of risk assessment involves:

* Identifying the hazards.
* Deciding who might be harmed and how.
* Evaluating the risks.
* Deciding on control measures.
* Recording significant findings.
* Reviewing the assessment and updating it periodically.

*NEW Learning Outcome (page 25): 3.6* *Know the principles behind the hierarchy of ‘control measures’ as set out in current Health and Safety Executive guidance.*

The steps in the hierarchy of control measures are:

1. Elimination
2. Substitution
3. Engineering controls
4. Administrative controls
5. Personal Protective Equipment

*NEW Section 4: Hygiene and First Aid*

*4.1 Know the importance of good hygiene in the workplace.*

*4.2 Know how to maintain good hygiene in the workplace.*

Good personal hygiene is necessary for people working in the waste and recycling industry as it prevents infections and other illnesses caused by waste.

**Maintaining Personal Hygiene**

* **You** should clean hands (and arms if necessary):
* before eating
* before drinking
* before smoking
* before using the telephone
* before taking medication
* before inserting contact lenses
* before and after wearing gloves
* before and after using the toilet
* after coming into contact with contaminated material (even if gloves were worn)
* **You** should cover all new and existing cuts and grazes with waterproof dressings and/or gloves before starting work. If cuts and grazes occur during the working day, clean them immediately with soap and running water and apply a waterproof dressing.
* **You** should avoid hand-to-mouth or hand-to-eye contact.
* **You** should avoid transferring contamination (e.g. from used gloves) to other objects which may then be touched without protection (e.g. mobile phones).

*4.3 Know your responsibilities for the provision of adequate first aid within the workplace.*

Operators are required to provide adequate washing facilities. They must also have:

* A suitably stocked first-aid box
* An appointed person to take charge of first-aid arrangements
* **Information for all employees giving details of first-aid arrangements

*Section 5: Safety Signs and Information, page 31*

There are four types of safety signs:

* Mandatory (blue and white) – prescribing a specific behaviour.
* Prohibition/Danger (red) – prohibiting dangerous behaviour.
* Warning (yellow) – warning about a hazard/danger.
* Emergency (green) – a sign marking emergency exits, first aid etc.

A site should have health and safety rules that visitors to the site should be told about. Operators should consider providing a copy of these rules in advance and telling site visitors about hazards when they come on site.

*REMOVED Learning outcome: 6.5 Know who is permitted to enter a confined space once tests have been carried out.*

*NEW Learning Outcome: 6.6 Know how to differentiate between a Permit to Work and a normal risk assessment.*

*Section 7: LOLER and PUWER, page 38*

Lifting equipment should be:

* Fit for purpose.
* Suitably marked.
* Sufficiently strong, stable and suitable for the load.
* Positioned or installed to prevent the risk of injury.
* Visibly marked with any appropriate safety information.
* Checked before first use, after assembly, every year for compliance and after exceptional circumstances.

*Section 7: Maintenance, page 39*

Lifting equipment may need to be thoroughly examined in use a periods specified in the regulations (i.e. at least six-monthly for accessories and equipment used for lifting people and, at a minimum, annually for all other equipment).

*NEW Section 8: Requirements of Using Machinery*

*8.1 Know what a lock out system is.*

*8.2 Know when a lock out system is required.*

*8.3 Know how to use a lock out system.*

An operator should have clear rules on what isolation procedures are required, and in what circumstances. However, isolation will normally work as follows:

* There should be isolation from the power source (usually, but not exclusively, electrical energy).
* The isolator should be locked in position (e.g. by a padlock).
* A sign should be used to indicate that maintenance work is in progress.

Isolation requires use of devices that are specifically designed for this purpose; not devices such as key-lockable emergency stops or other types of switches that may be fitted to the machine. Any stored energy (hydraulic or pneumatic power, for instance) should also be dissipated before the work starts. If more than one maintenance worker is involved in the work, each of them should lock off the power with their own padlock.

*Revised List of Sources*

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| **Page** | **Source** |
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| 15,16 | [Health and Safety Executive (2016) COSHH basics](http://www.hse.gov.uk/coshh/basics.htm)  |
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| 19 | [Health and Safety Executive (2019) Noise at work: Frequently Asked Questions](http://www.hse.gov.uk/noise/faq.htm#q1) |
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| 28 | [Health and Safety Executive (2019) Occupational Health Issues](http://www.hse.gov.uk/waste/health.htm#hygiene)  |
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| 32 | [Health and Safety Executive (2019) Reversing](http://www.hse.gov.uk/workplacetransport/information/reversing.htm)  |
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***Please note:*** *this information was correct at the time of publishing. If you find these links are broken, type the document title into a search engine.*

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| **About this sheet***The Continuing Competence Free Update Sheet is designed to be used by purchasers of the Continuing Competence Revision Guides for the 2016-2018 period.* *It will highlight any changes in technical guidance and sources used as a basis for the Continuing Competence question bank to support the revision of users.* |

**Frequently Asked Questions (FAQs)**

*How much does the test cost?*

Each test costs **£139** irrespective of the number of Activity Specific Tests chosen (a maximum of three activity specific tests can be taken at one time).

*What form of personal identification can I use at the test centre?*

* A valid signed passport of any country with your photograph and signature.
* A valid signed UK photo card driving licence (full or provisional).
* If you have none of these, you may present a Citizen’s ID Card.

*How can I find out if I have passed the test?*

At the end of the test you will receive your score report which provides the scores for each component of the Generic Knowledge Test and the score for each Activity Specific Test you have taken.

There is an example on the back of your score report showing how to work out if you’ve passed. Alternatively, you can go to <https://wamitab.org.uk/competence/continuing-competence/test-score-calculator/> and type in your scores.