

# Metal Recycling Contractor Competency Scheme (MRCCS)

## Contractor – SUPERVISORY Syllabus

### Topic Areas:

1. Health and Safety at Work/Risk Assessment /Accident investigation and reporting
2. Manual Handling
3. Working at Height
4. Risks to health/PPE/Safety warning signs
5. Mobile Plant/Machinery/Equipment
6. Environmental impact
7. Legislation and Regulations
8. Permits to work
9. Community complaints
10. Health and Wellbeing
11. Modern Slavery Act 2015
12. Equality and Diversity
13. Acts as the main point of contact/Communication Skills
14. Is responsible for overseeing task and/or team

### TOPIC AREA 1 - Health and Safety at Work/Risk Assessment /Accident investigation and reporting

Learning Outcome	Assessment Criterion
1. Know the principles of risk assessment for maintaining and improving health and safety when working on a metals recycling site	1.1 Define what RAM stands for
	1.2 State the purpose of: <ul style="list-style-type: none"> <li>• Risk assessments</li> <li>• Method statements</li> </ul>
	1.3 State the issues that could arise when using generic risk assessments
	1.4 State the common causes of work related: <ul style="list-style-type: none"> <li>• Fatalities</li> <li>• Injuries</li> </ul>
	1.5 Define the following in relation to health and safety at work: <ul style="list-style-type: none"> <li>• Accident/Incident</li> <li>• Near miss</li> <li>• Hazard</li> <li>• Risk</li> <li>• Competence</li> </ul>
2. Know the practices for controlling the safety of	2.1 Describe information covered in a site induction

contractors and other site users.	2.2 Describe the action to take if site induction information is out of date
	2.3 Define the term 'Toolbox talk'
	2.4 Outline the actions that must be taken when arriving at and when leaving a metals recycling site
	2.5 Explain the importance of signing in and out of a metals recycling site
	2.6 Describe safe procedures for accessing and moving around the work area
3. Know the <u>process</u> of risk assessments and method statements	3.1 Describe the process of developing: <ul style="list-style-type: none"> <li>• Risk assessments</li> <li>• Method statements</li> </ul>
4. Understand the principles of change management on a metals recycling site	4.1 Describe the process required to manage change during an activity relevant to the working environment
	4.2 Explain the importance of recognising changes in circumstances promptly and adjusting plans and activities accordingly
5. Understand the principles of accident and incident inspection, audit and investigation, and reporting in the metals recycling industry	5.1 Explain the purpose of a robust accident and incident investigation process in line with current regulator guidance
	5.2 Describe the stages of incident investigation

## TOPIC AREA 2 - Manual Handling

Learning Outcome	Assessment Criterion
1. Know the importance of safe manual handling on a metals recycling site	1.1 Explain why it is important to ensure safe manual handling in the workplace
	1.2 State the potential injuries and ill health that may occur from incorrect manual handling
	1.3 Describe the procedures for safe lifting in accordance with official guidance
	1.4 List aids available to assist manual handling in the workplace

**TOPIC AREA 3 - Working at Height**

Learning Outcome	Assessment Criterion
1. Know the importance of working safely at height on a metals recycling site	1.1 Define the term 'working at height'
	1.2 State the hierarchy of control for working at heights
	1.3 List hazards and potential risks associated with the working at height
	1.4 State how hazards and potential risks associated with working at height can be controlled
	1.5 Describe the legal requirements associated with working at height
	1.6 Describe additional equipment that may be required when working at height

**TOPIC AREA 4 - Risks to health/PPE/Safety warning signs**

Learning Outcome	Assessment Criterion
1. Know risks to health within a metals recycling environment	1.1 Define the term RIDDOR
	1.2 Describe the action to take if someone on site may have been exposed to a hazardous substance
	1.3 Describe the action to take if someone on site may be under the influence of drugs and/or alcohol
	1.4 Describe the action to take if suspected asbestos is identified and someone may have been exposed
	1.5 Explain why it is important to maintain personal hygiene within a metals recycling environment
	1.6 Describe the requirements for working in adverse weather conditions
	1.7 Describe the procedure to follow in the event of an injury
2. Understand Personal Protective Equipment (PPE) requirements associated with metals recycling work	2.1 State who is responsible for providing suitable Personal Protective Equipment (PPE) and when this should be supplied
	2.2 Explain why it is important to keep Personal Protective Equipment (PPE) clean

3. Know the meaning of safety warning signs when working on a metals recycling site	3.1 Describe the meaning of safety warning signs
4. Know the control measures to reduce risk to health within a metals recycling environment	4.1 Explain how to implement control measures for identified hazards with the potential to cause harm and/or loss
5. Know types of reportable injuries under RIDDOR and associated reporting process	5.1 Describe types of reportable injuries under RIDDOR and the reporting process

### TOPIC AREA 5 - Mobile Plant/Machinery/Equipment

Learning Outcome	Assessment Criterion
1. Know the importance of working around plant and equipment safely	1.1 Describe control measures used to eliminate or reduce risks relating to working around plant, machinery, and equipment
2. Know operational procedures to complete pre- and post-use checks when operating mobile plant and machinery	2.1 Explain why it is important to carry out checks prior to and after using power tools and operating plant and machinery
	2.2 Describe the actions to take when pre and post checks indicate that power tools, plant and machinery are not safe to use
3. Know licence and training requirements for operating plant and machinery on a metals recycling site	3.1 Describe license and training requirements when operating plant and machinery on a metals recycling site

### TOPIC AREA 6 - Environmental impact

Learning Outcome	Assessment Criterion
1. Know the principles of environmental protection on a metals recycling site	1.1 Describe the waste hierarchy
2. Know pollution sources generated from metals recycling and how to minimise risk to the environment.	2.1 Describe the procedures for dealing with: <ul style="list-style-type: none"> <li>• Waste storage</li> <li>• Dust</li> <li>• Noise</li> <li>• Spillages</li> <li>• Smoke/Fire</li> </ul>

3. Know the concept of pollutant linkage and how it relates to the environmental risks associated with metals recycling activities.	3.1 Describe the components of the 'pollutant linkage'
4. Know the control measures to reduce environmental impact of metal recycling activities	4.1 Describe procedures for dealing with an environmental incident
	4.2 Explain the importance of organising work activities and the use of resources so that they minimise their negative and maximise their positive environmental impact, and how to do so
	4.3 Describe how to address poor environmental behaviour

### TOPIC AREA 7 – Legislation and Regulations

Learning Outcome	Assessment Criterion
1. Know health and safety legislation relevant to metals recycling	1.1 Identify health and safety legislation applicable to metals recycling
2. Know the requirements of health and safety legislation relevant to metals recycling	2.1 Explain the legal requirements of health and safety legislation applicable to metals recycling
	2.2 Explain the importance of keeping up to date with legislation

### TOPIC AREA 8 - Permits to work

Learning Outcome	Assessment Criterion
1. Understand permit to work requirements within the metals recycling industry	1.1 State the purpose of a permit to work
	1.2 Describe the work conditions that would require a permit to work

### TOPIC AREA 9 - Community complaints

Learning Outcome	Assessment Criterion
1. Know the impact that community complaints could	1.1 Describe the impact that work related complaints raised by the community could have on the site

have on a metal recycling site	1.2 Describe the potential nuisance of metals recycling work to the local community
2. Know correct actions to respond to community complaints associated with metals recycling work	2.1 State the actions that should be taken in response to common community complaints, associated with metals recycling work

### TOPIC AREA 10 - Health and Wellbeing

Learning Outcome	Assessment Criterion
1. Know warning signs and what actions to take in the event of suspected health and wellbeing issues that could potentially impact on safe working practices and risk your safety/others safety	1.1 Identify warning signs of health and wellbeing issues
	1.2 Describe the action that should be taken if a potential health and wellbeing issue is identified

### TOPIC AREA 11 - Modern Slavery Act 2015

Learning Outcome	Assessment Criterion
1. Know what modern slavery is and what action to take if a potential modern slavery case is identified	1.1 Define the term 'modern slavery'
	1.2 List the different types of modern slavery
	1.3 Identify the key indicators of potential modern slavery cases
	1.4 Describe the action that should be taken if a potential modern slavery case is identified

### TOPIC AREA 12 - Equality and Diversity

Learning Outcome	Assessment Criterion
1. Know correct actions to respond to Equality and Diversity issues	1.1 State the actions that should be taken in response to potential equality and diversity issues
2. Know the principles of equality and diversity	2.1 Describe the principles of equality and diversity, in terms of: <ul style="list-style-type: none"> <li>Terminology</li> <li>The Equality Act 2010</li> </ul>

**TOPIC AREA 13 - Acts as the main point of contact/Communication Skills**

Learning Outcome	Assessment Criterion
1. Understand the importance of different communication methods	1.1 Identify effective methods for communicating different types of information
2. Know how to manage difficult, challenging, and confrontational people and situations	2.1 Explain how to deal with and resolve disagreements constructively

**TOPICS AREA 14 - Is responsible for overseeing task and/or team**

Learning Outcome	Assessment Criterion
1. Understand how to undertake Supervisory activities in compliance with health and safety legislation and approved processes and procedures.	1.1 Explain the importance of ensuring individuals: <ul style="list-style-type: none"> <li>• are appropriately trained and licensed to carry out the work safely</li> <li>• adhere to authorised working areas</li> <li>• maintain safe standards of hygiene</li> <li>• use designated personal protective equipment (PPE)</li> <li>• understand and comply with risk assessments</li> </ul>
2. Understand the importance of working in a manner which underpins effective performance	2.1 Explain the importance of leading by example
	2.2 Explain the importance of intervening when others need support
	2.3 Describe the procedures and practices for dealing with unsafe behaviour