



CIWM

Qualifications

CIWM (WAMITAB) Level 3 Award in Health and Safety Supervision for Resource and Waste Management Sector

Together, we stand for
a world beyond waste

Version 1, September 2023

Qualification Code: 610/3143/4

CIWM Code: HSSRWM3

Maximum Guided Learning Hours: 55

Total Qualification Time: 87

About CIWM and this Handbook

About CIWM

CIWM is an awarding organisation and charity that develops qualifications for those working in cleaning, street cleansing, facilities management, resource management, recycling and parking from operative through to management level.

As the leading professional body for resource and waste professionals, CIWM (Chartered Institution of Wastes Management) is the voice of the sector and represents over 5,500 individuals in the UK and overseas.

CIWM has a unique understanding of the sector. Our professional knowledge and trusted reputation enables us to inform and influence legislation and policy, playing a vital part in shaping the future role and reputation of the sector.

Equal Opportunities

CIWM supports the principles of equal opportunities, and we are committed to meeting these principles in the provision of all our qualifications and assessments. We firmly believe that all learners and stakeholders are therefore entitled to receive equal treatment irrespective of age, sex, race, marital status, religion, disability, or sexual orientation.

The Purpose of this Qualification Handbook

Welcome to your CIWM Qualification Handbook. This will help you to complete your qualification. It contains:

- The units you need to achieve to complete your qualification.
- Information about your responsibilities as a candidate.
- Reference information covering each learning outcome and assessment criteria.

Candidate Information

Name

CIWM Learner Number

Registration Date

Enrolment Date

Centre Name

Centre Address

Centre Contact

Tutor Name

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Frequently Asked Questions

What is a regulated qualification?

A regulated qualification demonstrates that you have the knowledge, skills and/or understanding to meet the standards expected by employers in your industry. Your qualification is recognised by CIWM and one or more of the educational regulators across the UK.

What is the objective of this qualification?

The resource and waste management sector is one of the most dangerous in the UK with a fatal injury rate 17 times the all industry average (HSE, 2021). This qualification provides people working in supervisory and managerial roles within this sector with an essential understanding of health and safety so they can create safer working places for themselves and others.

Who is it for?

- New entrants to the industry.
- Team leaders and supervisors.
- Experienced workers seeking a formal qualification.

What are the entry requirements of this qualification?

This qualification is open entry. This means that learners interested in undertaking this qualification do not require any other qualifications or levels of attainment in order to take this qualification.

What job role could this qualification lead to or support?

Learners that achieve this qualification will have the knowledge and understanding in relation to health and safety to progress into supervisor, team leader or manager roles in the resource and waste management sector.

What do I need to achieve?

To achieve this qualification, learners must complete the mandatory unit.

Mandatory Unit Group

- Health and safety supervision for resource and waste management sector

What is a unit?

The units of a qualification describe what you must be able to do and understand to perform work activities competently in your job role.

- Learning outcomes: describe what tasks you will be able to do as a result of learning.
- Assessment criteria: describe what activities you will need to do and what you must know to complete each task.

What is a CIWM (WAMITAB) Qualifications Centre?

You will gain your qualification through a CIWM (WAMITAB) Qualifications Centre. It may be your place of work, a local college or training provider. Assessment of your qualification will be carried out at your place of work and the centre is responsible for the administration. Centre staff will therefore:

- Register you with CIWM.
- Provide a registration number.
- Apply for your certificate when you have completed your qualification or units.

How long will it take?

You have two years to complete your qualification from the date of registration, but your centre may have some requirements that they will explain to you.

Who will help me achieve my qualification?

The following people at the CIWM (WAMITAB) Qualifications Centre will help you to achieve your qualification:

Your Tutor

The tutor is the person you will have the most contact with as you work towards your qualification. They will provide the training.

Your Assessor

The assessor is the person who will assess your reflective project. They will:

- Make decisions about your reflective project.
- Judge when you are competent.
- Provide feedback.

Internal Quality Assurer

The internal quality assurer maintains the quality of assessment within the centre.

External Quality Assurer

An external quality assurer is employed by CIWM to ensure that your centre meets the required national standards for quality and assessment.

What are my responsibilities as a learner?

You will need to:

- Provide your centre with your personal details so they can register you with CIWM.
- Comply with CIWM learner code of conduct for multiple choice tests.
- Comply with health and safety law and regulations.

What steps will I need to take to complete my qualification?

1. **Planning:** your tutor will tell you how you will learn and be assessed. You will be given the right to request reasonable adjustments if needed.
2. **Learning:** you will spend time with your tutor developing your knowledge of the sector.
3. **Assessment – Paper or Online Multiple-Choice Test:** you be provided with a test paper and asked to answer a series of questions by selecting the best possible answers from a list of four choices.
4. **Assessment – Reflective project:** you will be provided with a reflective project workbook with questions and activities you must complete.

5. **Achievement:** once you have completed the test and project, your centre will apply for your CIWM certificate.

What are the evidence requirements for this qualification?

The primary sources of evidence for this qualification will be the results from a Multiple-Choice Test and the reflective project.

Where do I go if I need more information about my qualification and assessments?

- Your training provider.
- Your qualification workbook.
- CIWM.

Useful Words

Instructional verbs	Definition
Assessment Criteria	These specify the standard that you are expected to meet to demonstrate that you have achieved the Learning Outcome. Assessment criteria are detailed enough to allow judgments to be made about your competence.
Awarding Organisation	To have a qualification recognised in the UK it must be accredited through an awarding body. These organisations are regulated by Ofqual in England, Qualifications Wales, CCEA in Northern Ireland and SQA in Scotland to ensure that you receive a high quality, recognised qualification upon completion of the course.
CIWM	An Awarding Organisation for a wide range of qualifications in waste management and recycling, cleaning and street cleansing, facilities management, and parking. CIWM is responsible for ensuring the on-going quality of the delivery and assessment of qualifications, and issues certificates to learners upon completion. We have over 25 years of experience developing and quality assuring qualifications, training, and course materials.
CIWM (WAMITAB) Qualifications Centre	These centres are training organisations that have met our strict quality standards and have been approved to deliver our qualifications to learners. They include private providers, colleges of further education, employers, and prisons.
Competence	Competence, in relation to the qualification, describes your ability to consistently be able to undertake work activities, know and understand work-related tasks as per the requirements set out in the standards.
Learner	A person who is registered to work towards achievement of a qualification – i.e. you!
Learning Outcome	These set out what you will be expected to know, understand or be able to do. Each learning outcome relates to one or more assessment criteria, and together they set a clear assessment standard for each unit.
Multiple Choice Tests	A form of assessment where learners are asked to select the best possible answer from the list provided.
Tutor	A person employed to instruct an individual or small group on a particular topic. Tutors that deliver knowledge and understanding qualifications and units should have relevant competence and experience in the subject that they are delivering and have experience of delivering vocational learning.
Units – Mandatory and Optional	Units form the building blocks of all qualifications that are nationally regulated on the Qualification Credit Framework. Units are small chunks of learning that focus on specific aspects of knowledge, skills and understanding. Mandatory units are those that you must achieve, and Optional units offer a range of subjects that you may choose between.
Vocational	A qualification is vocational when it relates directly to the skills, knowledge and understanding required to undertake a specific or broad job role.

Unit Terms

Instructional verbs	Definition
Define	Provide a generally recognised or accepted definition
Describe	Provide a vivid picture of what it is by using imagery, adjectives, and adverbs to make the subject easy to understand. It may also convey an idea or fact.
Explain	To provide a comprehensive answer that shows an understanding of the content/process mentioned. The answer should include what it is, how it works, what it looks like, what it does, how it happens, why it happens and any relevant reasons.
Identify	This requires the learner to list and describe what is required or relevant to produce an outcome or requires the learner to make choices to achieve a particular aspect of their job. At Level 4, this would require the learner to say what is available, make the choice and then to explain or justify why the choice was made.
State	To express something definitely, or clearly in speech or writing.

Guidance for using this unit

Indicative content is provided to expand on the assessment criteria. It provides guidance on how assessment criteria should be interpreted, and the curriculum coverage required to achieve the learning outcomes and assessment criteria within a qualification. However, it is not a model answer or sufficient for a learner to pass an assessment.

Learners will need to expand on the information provided and develop any examples provided (or provide additional examples) to pass the assessment. Learners should ensure they provide relevant site examples to illustrate their answers in a practical setting.

SECTION 1 – Mandatory Unit Group

Unit HSSRWM3: Health and safety supervision for resource and waste management sector

Learning Outcome	Assessment Criteria	Indicative Content
1. Know responsibilities under health and safety legislation, and how this applies in a resource and waste management workplace	1.1. Describe the responsibilities and duties of the following groups under health and safety legislation in a waste and resource management workplace, in relation to: - Employers - Employees - Others	- Employers: safe place, training, equipment etc. - Employees: follow instructions, take care of self and others, cooperate with employer etc. - Others (e.g. contractors or members of the public): not exposed to risks etc.
	1.2. Explain why it is important to comply with health and safety legislation in a resource and waste management workplace	- Staffing: morale, retention, breaches have consequences for employees. - Legal: breaches have consequences for employers. - Financial: absence, productivity, recruitment costs, business growth, insurance etc.
	1.3. Identify how to locate current health and safety information relevant to the resource and waste management sector	- Government departments (e.g. Health and Safety Executive) - Professional/ Industry Bodies (e.g. CIWM, ESA, SWITCH, WISH) - Internal sources (e.g. policies and procedures, risk assessments etc.)
2. Understand the key principles of risk assessment, and how this applies in a resource and waste management workplace	2.1 Define the following terms in relation to health and safety: - Hazard - Risk - Near miss - Formal risk assessment - Dynamic risk assessment - Control measure	- Hazard: what may cause harm - Risk: likelihood and seriousness of harm - Near miss: an event not causing harm, but has the potential to cause injury or ill health - Formal risk assessment: prepared in advance, recorded, monitored - Dynamic risk assessment: developing and changing situations

		Control measure: everything reasonably practicable to protect people
	2.2 Describe the process of risk assessment	- Identify hazards: what may cause harm - Assess the risks: likelihood of harm and how serious - Control the risks: measures to eliminate or reduce risk and by who - Record your findings: record what you've learned - Review the controls: circumstances when a review is required
	2.3 Explain why it is important to carry out a risk assessment in a resource and waste management workplace	- Safe employees and others - Reduce incidents - Plan work - Review existing controls - Areas of investment - Changing or changes to work environment - Legal requirement - Improvements
	2.4 State the issues that could arise when using generic risk assessments in a resource and waste management workplace	- Not site specific - Changing work environment - Different hazards (e.g. tasks, environment, procedures, equipment etc.)
	2.5 Describe the hierarchy of 'control measures'	- Elimination: remove hazard - Substitution: use a less hazardous process or material - Engineering controls: use equipment or other measures to reduce risk - Administrative controls: use procedures to reduce risk - Personal Protective Equipment (PPE): use PPE to protect individual
	2.6 Explain why it is important to implement suitable control measures in a resource and waste management workplace	- Safe employees and others - Reduce incidents - Address risks identified in risk assessment

		• Address the risks you may not have identified • Legal requirement
	2.7 Identify the main causes of accidents and incidents in a resource and waste management workplace	• Manual handling • Slips, trips, and falls • Single side or double side collections • Violence to staff • Sharps e.g. needles, broken glass, sharp edges etc. • Lighting • Machinery and equipment • Storage e.g. leaks, odours, self-heating stockpiles etc. • Chemicals e.g. pesticides, varnishes, cleaning products etc. • Moving/reversing vehicles • Adverse weather conditions • Waste types e.g. hazardous, healthcare, animal, human etc.
	2.8 Identify the control measures used in a resource and waste management workplace to mitigate the risk of harm	• Traffic management (e.g. segregation of people and vehicles) • Machinery and equipment • Personal Protective Equipment (PPE) • Signage • Risk assessments • Training
3. Know the process of accident and incident investigation and reporting in the resource and waste management workplace	3.1 Describe the steps involved in an accident and incident investigation in line with current guidance	• Gathering information • Analysing information • Risk Control measures • Action plan and implementation
	3.2 Explain why it is important to investigate accidents and incidents in a resource and waste management workplace	• Legal requirement • Disclosure to affected parties • Lessons learned • Control measures • Demonstrates compliance

4. Understand the key principles of behavioural health and safety, and how to develop behavioural safety in a resource and waste management workplace	4.1 Define the following terms: • Safety culture • Behavioural safety • Safe and unsafe behaviour (using examples relevant to the sector) • Mental health and wellbeing • Stress	• Safety culture: values, attitudes, perceptions, behaviour, competence • Behavioural safety: changing behaviour to improve safety • Mental health and wellbeing: emotional, psychological, and social, how we think, feel and act
	4.2 Describe the key principles underlying the behavioural safety process	• Definitions • Observation of behaviours at work • Encouraging challenge to unsafe behaviours • Feedback
	4.3 Describe the human factors linked to behavioural health and safety in a resource and waste management workplace	• Time pressures • Levels of experience • Complacency • Conscious and unconscious behaviour • Daydreaming • Risk and temptation • Stress • Drugs and alcohol
	4.4 Explain how mental health and wellbeing links to behavioural health and safety in a resource and waste management workplace	• How we think, feel and act can cause or contribute to: ◦ An accident ◦ Behaving unsafely ◦ Committing an error • For example: ◦ Distractions ◦ Lack of focus ◦ Avoiding people ◦ Over-reactions ◦ Lack of inhibitions
	4.5 Describe the benefits and challenges of introducing a behavioural safety programme	Benefits • Staff engagement • Identifies dangerous situations • Promptly tackle unsafe behaviours

		• Behaviour change Challenges • Commitment and discipline • Costs • Requires trust • Requires effective communication
5. Understand the key principles of health and safety leadership, and how this can be used in a resource and waste management workplace	5.1 Define the term health and safety leadership	• Leads by example • Health and safety focused • Approachable and trustworthy • Takes responsibility • Consistent • Supportive • Motivates
	5.2 Describe the responsibilities of safety leadership	• Identifying and managing health and safety risks • Challenge status quo • Vision • Inspire, encourage, and engage staff • Train staff • Role model • Communicate effectively • Monitoring, reporting and review performance
	5.3 Explain why leadership in relation to health and safety is important in a resource and waste management workplace	• Safe employees and others • Reduce incidents • Business risk • Legal requirement
	5.4 Describe the obstacles to safe leadership in a resource and waste management workplace	• Leadership commitment • Expectations • Communication • Enforcement • Work pressures • Motivation

	5.5 Describe the methods of influencing behaviour across a resource and waste management organisation	• The Health and Safety Executive's approach to leading health and safety • Positive safety conversations • Reinforcing and recognising safe behaviours • Considering how own behaviours can influence others
6. Know how to monitor health and safety performance in a resource and waste management workplace	6.1 Describe the methods used to monitor health and safety performance in a resource and waste management workplace	• Statistics • Performance indicators • Near miss reporting • Health and safety inspections • Training • Housekeeping
	6.2 Explain why it is important to monitor health and safety performance in a resource and waste management workplace	• Continual improvement • Part of a health and safety management system

Appendix 1: Qualification Structure

To achieve this qualification, learners must complete the mandatory unit.

Mandatory Group

Ofqual Code	Unit Title	Level	CIWM Code
H/650/8218	Health and safety supervision for resource and waste management sector	3	HSSRWM3

Our purpose is to move the world beyond waste

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CIWM | **Qualifications**

Together, we stand for
a world beyond waste

More for professional life

Our mission is to unite, equip and mobilise our professional community to lead, influence and deliver the science, strategies, businesses and policies for the sustainable management of resources and waste.

For more information about how we can support you, visit **ciwm.co.uk**.

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