

# ASTC210 (SQA Unit Code - F4PS 04)

## Clean confined spaces



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### Overview

This unit is about maintaining levels of cleanliness in confined spaces.

When working in confined spaces it is important to be vigilant against possible hazards and risks that may arise during the work activity, taking precautions to prevent access by the public and other unauthorised personnel.

To reduce risks to personal safety it is important that you wear the appropriate personal protective equipment and that when working alone you maintain regular contact with a colleague and/or your workplace.

This unit consists of two elements:

1. Conduct cleaning in a confined space
2. Follow safe working practices in the confined space

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### Performance criteria

#### Conduct cleaning in a confined space

*You must be able to:*

- P1 before carrying out your work, identify risks to health and safety and carry out a risk assessment
- P2 check that required cleaning activities will not be restricted by the working space available
- P3 prepare and check all equipment is in working order and electrical equipment is fully charged before entering the work site
- P4 where there are designated personnel for supervising the work, obtain authorisation for entry to the work area and relevant health and safety information
- P5 before entering the work area check with the appropriate person that atmospheric conditions have been checked and are safe
- P6 follow the workplace instructions, procedures and any guidelines for entering the confined space
- P7 before cleaning starts, control access to the work area, in line with workplace and organisational requirements
- P8 check before and after cleaning that the workplace is clear of any equipment, tools and materials that are not required
- P9 before cleaning starts, clarify the nature of the soiling with the appropriate person
- P10 seek advice from the appropriate person when you are asked to clean environments where there is a specific risk to which you would not routinely be exposed
- P11 carry out the cleaning process in line with instructions and the correct procedures

#### Follow safe working practices in a confined space

*You must be able to:*

- P12 control risks adequately which arise during working, acting immediately to remedy any unsafe activity, equipment and environmental conditions
- P13 start emergency exit procedures immediately an emergency situation arises
- P14 make sure that confined spaces have been cleared of any waste and that this has been disposed of properly and in accordance with workplace procedures
- P15 report any accidental damage or disruption to confined spaces caused through cleaning processes
- P16 when you have finished cleaning, complete all documentation accurately and promptly as required by workplace procedures
- P17 when you have removed reusable personal protective equipment inspect it for damage, deterioration and contamination and arrange for

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- replacement where necessary
- P18 clean and store or dispose of all personal protective equipment following workplace instructions, procedures or guidelines
- P19 close down and make the work area safe when cleaning is finished
- P20 ensure all procedures have been fully met before you collect any personal items from storage
- P21 follow the workplace instructions, procedures and any guidelines for leaving the workplace
- P22 complete all documentation and reports before filing them in the designated place or passing them to designated personnel

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### Knowledge and understanding

*You need to know and understand:*

#### Conduct cleaning in a confined space

- K1 how atmospheric conditions can affect the work you are able to do and why it is important to ensure they have been checked
- K2 why it is important to check the nature of the soiling and your level of skill in dealing with it
- K3 why you should seek advice about cleaning spaces that may pose a specific risk and whom you should ask
- K4 the risks present in the confined space and how to identify them for the purposes of a risk assessment
- K5 the procedures for arranging communication with your supervisor or workplace and why it is important to confirm such procedures before starting work
- K6 the appropriate personal protective equipment for the cleaning you are undertaking and for the confined space in which you are working
- K7 why it is important to have serviceable cleaning equipment before entering the confined space, how to check it and to whom you should report any problems
- K8 the workplace procedures for :
  - K8.1 entering and leaving the confined space
  - K8.2 conducting cleaning in the confined space
- K9 the instructions and procedures for carrying out the cleaning processes
- K10 the procedures for controlling access to the confined space and why it is important to follow these

*You need to know and understand*

#### Follow safe working practices in a confined space

- K11 the procedures for exiting the confined space in the event of an emergency
- K12 workplace procedures for monitoring conditions in the confined space
- K13 the correct action to take to deal with risks that arise during working
- K14 who is responsible for checking your work
- K15 who is responsible for removing waste from the confined space
- K16 the workplace instructions, procedures and any guidelines for reporting accidental damage
- K17 how to inspect the personal protective equipment you have used and when disposable equipment should be replaced
- K18 the procedures for disposing of waste and for disposing or storing personal protective equipment
- K19 the workplace procedures for leaving the confined space and retrieving your personal items
- K20 workplace procedures for closing down and making the work area safe on completion of cleaning
- K21 the necessary documentation to complete when you have finished your cleaning tasks and how to complete it fully

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