



Unit and Assessment Specification

Unit title	Manage and Maintain Effective Systems for Responding to Emergencies
SQA code	H2M0 04
SCQF level	8
SCQF credit points	19
SSC ref	WM24

History of changes

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H2M0 04 (WM24)

Title		Manage and Maintain Effective Systems for Responding to Emergencies				
Learning Outcomes The learner will:		Assessment Criteria The learner can:		Observation	Question and Answer	Simulation/ Realistic working environment
1	Implement emergency plans and procedures.	1.1	Identify potential emergency situations for all activities dealing with waste and resources within their area of responsibility.	x	x	
		1.2	Review emergency systems and procedures to provide effective responses to emergencies that may arise during waste and resources handling, collection, transport, transfer or treatment processes.	x	x	
		1.3	Devise and implement new systems and procedures if they do not exist.	x	x	
		1.4	Establish preventative inspection and maintenance programmes for emergency equipment so that it is available and serviceable at all times.	x	x	
		1.5	Make provision for practices and drills to be carried out within normal work operations and record all such practices and drills in accordance with legislative and organisational requirements.	x	x	

Learning Outcomes The learner will:	Assessment Criteria The learner can:	Observation	Question and Answer	Simulation/ Realistic working environment
	1.6 Introduce and establish mechanisms for communicating emergency plans and procedures to people concerned in ways that suit the types of information being given. 1.7 Carry out training programmes to meet reporting requirements for incidents and accidents. 1.8 Implement incident and accident reporting procedures for all activities in the work place.	x	x	
	1.7 Carry out training programmes to meet reporting requirements for incidents and accidents.	x	x	
	1.8 Implement incident and accident reporting procedures for all activities in the work place.	x	x	
2 Maintain effective response to emergencies through the use of procedures and drills.	2.1 Obtain feedback from all personnel participating in practises of emergency drills and use the feedback to improve procedures and practices for emergency situations. 2.2 Carry out reviews of established emergency procedures, and the equipment and resources needed for the procedures. 2.3 Arrange for any deficiencies identified through reviews, practices, and drills and implement plans to resolve the deficiency in accordance with legislative and organisational requirements.	x	x	
	2.2 Carry out reviews of established emergency procedures, and the equipment and resources needed for the procedures.	x	x	
	2.3 Arrange for any deficiencies identified through reviews, practices, and drills and implement plans to resolve the deficiency in accordance with legislative and organisational requirements.	x	x	

Learning Outcomes The learner will:	Assessment Criteria The learner can:	Observation	Question and Answer	Simulation/ Realistic working environment
	2.4 Evaluate incident and accident reports and make improvements to the emergency plan and its procedures to reduce or eliminate the risks from the hazards identified. 2.5 Advise colleagues and managers about accidents, incidents, interruptions to work or any situations that require their attention. 2.6 Maintain a record of training in accident and emergency procedures for all staff employed.	x	x	
		x	x	
		x	x	
3 Understand the regulations, procedures and requirements for managing and maintaining effective systems for responding to emergencies.	3.1 Describe appropriately the relevant legislation, regulations and codes of practice applicable to safety, health and the environment. 3.2 Describe appropriately waste management and transport legislation and guidance that is applicable. 3.3 Describe appropriately the types of personal protective equipment (PPE) required for different types of waste and the procedures for care, maintenance and use of this equipment. 3.4 Describe appropriately the legal requirements and company procedures for dealing with unauthorised wastes.		x	
			x	
		x	x	
		x	x	

Learning Outcomes The learner will:	Assessment Criteria The learner can:	Observation	Question and Answer	Simulation/ Realistic working environment
	3.5 Describe appropriately the procedures for the proper management control of work activities. 3.6 Describe appropriately the organisational environmental policy and procedures applicable to the services provided. 3.7 Describe appropriately risk analysis to minimise hazards to personnel and the environment for the services provided.	x	x	
	3.6 Describe appropriately the organisational environmental policy and procedures applicable to the services provided.	x	x	
	3.7 Describe appropriately risk analysis to minimise hazards to personnel and the environment for the services provided.	x	x	
4 Understand the specific regulations, procedures and requirements for managing and maintaining effective systems for responding to emergencies.	4.1 Describe appropriately health and safety requirements and emergency procedures.	x	x	
	4.2 Describe appropriately the procedures required in order to load, unload and handle different types of waste.	x	x	
	4.3 Describe appropriately reviewing, organising and resourcing emergency operations.	x	x	
	4.4 Describe appropriately record keeping and the types of data required for monitoring purposes.	x	x	
	4.5 Describe appropriately the organisation's objectives relating to environmental protection, health and safety, profitability, operational outcomes and quality standards.		x	

Learning Outcomes The learner will:	Assessment Criteria The learner can:	Observation	Question and Answer	Simulation/ Realistic working environment
	4.6 Describe appropriately the organisation's objectives and priorities for the provision of a waste and resource management service.		x	
	4.7 Describe appropriately the organisational procedures for the proper management control of work activities on customers sites.	x	x	
	4.8 Describe appropriately the records required by legislation and by organisational procedures in relation to the services provided.	x	x	
	4.9 Describe appropriately the specific legislative requirements and guidance applicable to the site and for collection and transport of waste.	x	x	
	4.10 Describe appropriately the records required by legislation and by company procedures in relation to the activities carried out to provide the service.	x	x	
	4.11 Describe appropriately the procedures for dealing with spillages.	x	x	x

Learning Outcomes The learner will:	Assessment Criteria The learner can:	Observation	Question and Answer	Simulation/ Realistic working environment
	4.12 Describe appropriately the Control of Substances Hazardous to Health (COSHH) assessment data for all hazardous substances received, handled and used when providing the service.	x	x	
	4.13 Determine the importance of customer and workplace feedback and how to respond.		x	
	4.14 Determine how to evaluate feedback in terms of impact on operations.	x	x	
	4.15 Determine the importance of monitoring implementation of a service to a customer and how to deal with problems arising during implementation.		x	
	4.16 Determine the different types of waste and materials that could be handled by the service provided.	x	x	
	4.17 Determine how to complete all relevant paperwork.	x	x	
	4.18 Determine the technical skills needed for the services provided.	x	x	

Learning Outcomes The learner will:	Assessment Criteria The learner can:	Observation	Question and Answer	Simulation/ Realistic working environment
	4.19 Determine how to ensure that relevant staff have the required skills to provide a service and what to do in response to a perceived skills deficit.	x	x	
	4.20 Determine the storage and handling implications for the waste types handled when providing a service.		x	
	4.21 Determine the types, functions and limitations of waste handling equipment available for use on the service.	x	x	
	4.22			
	4.23 Determine how to use risk assessment and the identification of potential work-related hazards and difficulties.	x	x	
	4.24 Determine the potential hazards to safety, health and the environment arising from the activities carried out to provide the service.	x	x	

Learning Outcomes The learner will:	Assessment Criteria The learner can:	Observation	Question and Answer	Simulation/ Realistic working environment
5 Work in a manner which underpins effective performance.	5.1 Encourage others to develop themselves.	x	x	
	5.2 Apply integrity, fairness & consistency in decision making.	x	x	
	5.3 Use different leadership styles depending on the individual.	x	x	

Additional information about the Unit
Unit purpose and aim(s)
Details of the relationship between the Unit and relevant national occupational standards (if appropriate)
Details of the relationship between the Unit and other standards or curricula (if appropriate)
Assessment requirements specified by a sector or regulatory body (if appropriate)

Assessment (evidence) Requirements
Guidance on Instruments of Assessment