

Unit PPL2HK2 (HL2M 04) Work Using Different Chemicals, Liquids and Equipment

I confirm that the evidence detailed in this unit is my own work.

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| **Candidate’s name** |  | **Candidate’s signature** |  | **Date** |
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I confirm that the candidate has achieved all the requirements of this unit.

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| **Assessor’s name** |  | **Assessor’s signature** |  | **Date** |
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| **Countersigning — Assessor’s name**  **(if applicable)** |  | **Countersigning — Assessor’s signature**  **(if applicable)** |  | **Date** |
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I confirm that the candidate’s sampled work meets the standards specified for this unit and may be presented for external verification.

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| **Internal verifier’s name** |  | **Internal verifier’s signature** |  | **Date** |
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| **Countersigning — Internal verifier’s name**  **(if applicable)** |  | **Countersigning — Internal verifier’s signature**  **(if applicable)** |  | **Date** |
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| **External Verifier’s initials and date (if sampled)** |  |

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| **Unit overview** |
| This unit is about choosing the right cleaning chemicals or liquids, using the chemicals correctly and disposing of them safely. This unit also covers using equipment. It is for housekeeping assistants and cleaning staff. The use of chemicals, liquids and equipment requires thorough training and understanding to ensure your safety and equally important, your guests and customers safety. During your induction at your workplace you may have received COSHH training which will help you in your understanding and achievement of this unit.  When you have completed this unit you will be able to demonstrate your understanding of and ability to:   * Work using different chemicals, liquids and equipment |

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| **Sufficiency of evidence** |
| There must be sufficient evidence to ensure that the candidate can consistently achieve the required standard over a period of time in the workplace or approved realistic working environment. |

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| **Performance criteria** | | | |
| **You must do:** | | | |
| There must be evidence for all Performance Criteria (PC).The assessor **must** assess Performance Criteria (PC) 1–15 by directly observing the candidate’s work.  PC 16 may be assessed by alternative methods if observation is not possible. | | | |
| **Work using different chemicals**  **1 Choose the right chemicals or liquids for the area you are going to clean.**  **2 Wear the appropriate personal protective equipment as required.**  **3 Prepare and use the chemical or liquid in line with the manufacturers' instructions, using the correct equipment.**  **4 Store the chemicals or liquids securely or appropriately to organisational procedures.**  **5 Complete any relevant documentation in line with organisational procedures.** | **Work using manual equipment**  **6** **Choose the correct piece of equipment for the area that you are going to clean.**  **7 Prepare the area for cleaning.**  **8 Use the equipment safely, correctly and where required using appropriate chemicals.**  **9 Leave the area clean and tidy and free from debris.**  **10 Store equipment in line with your organisation's procedures.** | **Work using electrical equipment**  **11 Choose the correct equipment and chemicals for the area you are going to clean.**  **12 Check that the equipment is safe to use.**  **13 Select and use the correct attachments for the equipment.**  **14 Use the equipment, attachments and chemicals in line with manufacturers' instructions.**  **15 Store the equipment and attachments correctly and in line with the manufacturers' instructions.** | **Unexpected situations**  16 Deal with any unexpected situations according to your organisational procedures. |

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| **Evidence reference** | **Evidence description** | **Date** | **Performance criteria** | | | | | | | | | | | | | | | |
| **What you must do** | | | | | | | | | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** |
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| **Scope/Range** | | | |
| **What you must cover:** | | | |
| **All** scope/range must be covered. There must be performance evidence, gathered through direct observation by the assessor of the candidate’s work for: | | | |
| **five** from:  a multi-surface cleaner  b toilet cleaner  c glass cleaner  d air freshener  e polish  f sanitizer  g chemicals for use on hard or soft floors  h stain and grease removers | **five** from:  i mop systems for wet use  j mop systems for dry use  k colour coded cloths  l duster  m bucket  n sponge or non-abrasive pad  o brushes  p dustpan  q abrasive pad | **one** from:  r vacuum cleaners  s suction dryers  t polishers or burnishers  u scrubbers  v spray extractors | **two** from:  w hard or soft floor attachments  x upholstery attachments  y brushes or pads  z crevice tools  aa spray extractors or nozzles  bb hoses |
| Evidence for the remaining points under ‘what you must cover’ may be assessed through questioning or witness testimony. | | | |

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| **Evidence reference** | **Evidence description** | **Date** | **Scope/Range** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **What you must cover** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **a** | **b** | **c** | **d** | **e** | **f** | **g** | **h** | **i** | **j** | **k** | **l** | **m** | **n** | **o** | **p** | **q** | **r** | **s** | **t** | **u** | **v** | **w** | **x** | **y** | **z** | **aa** | **bb** |
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| **Knowledge and understanding** | | **Evidence reference**  **and date** |
| **What you must know and understand** | |
| For those knowledge statements that relate to **how** the candidate should do something, the assessor may be able to infer that the candidate has the necessary knowledge from observing their performance or checking products of their work. In **all** other cases, evidence of the candidate’s knowledge and understanding must be gathered by alternative methods of assessment (eg oral or written questioning). | |
| **For the whole unit** | | |
| 1 | Basic legal requirements relating to safe working practices when using cleaning chemicals. |  |
| 2 | The warning signs used on cleaning chemical containers and what they mean. |  |
| **Work using different chemicals** | | |
| 3 | How to select appropriate chemicals/liquids for the full range of cleaning jobs. |  |
| 4 | Why it is important to wear personal protective equipment when using chemicals/liquids. |  |
| 5 | Why it is dangerous to mix certain types of chemicals/liquids together. |  |
| 6 | Why it is important to follow manufacturers' instructions on cleaning chemicals/liquids. |  |
| 7 | What might happen if you do not follow the relevant legal requirements for this sort of work. |  |
| 8 | Why work routines and sequences need to be followed. |  |
| 9 | What preparations should be made to the work area before using chemicals. |  |
| 10 | Documents you need to complete when using chemicals. |  |
| 11 | The types of problems and unexpected situations that may happen when you are preparing and using chemicals and how to deal with these. |  |
| **Work using manual equipment** | | |
| 12 | Basic legal requirements relating to safe working practices when using manual cleaning equipment. |  |
| 13 | How to choose manual cleaning equipment for the types of cleaning you carry out. |  |
| 14 | Why it is important to follow the manufacturers' instructions for manual equipment. |  |
| 15 | Why the equipment should be cleaned and stored correctly after use. |  |
| 16 | The types of problems and unexpected situations that may happen when you are preparing and using manual cleaning equipment and how to deal with these. |  |

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| **Knowledge and understanding** | | **Evidence reference**  **and date** |
| **What you must know and understand** | |
| For those knowledge statements that relate to **how** the candidate should do something, the assessor may be able to infer that the candidate has the necessary knowledge from observing their performance or checking products of their work. In **all** other cases, evidence of the candidate’s knowledge and understanding must be gathered by alternative methods of assessment (eg oral or written questioning). | |
| **Work using electrical equipment** | | |
| 17 | Current relevant legislation relating to safe working practices when using cleaning chemicals and electrical equipment. |  |
| 18 | The main dangers when using electrical equipment and how to avoid these. |  |
| 19 | Safe handling and lifting techniques. |  |
| 20 | Why safe carrying and lifting techniques should be used. |  |
| 21 | What factors need to be taken into account when using electrical equipment. |  |
| 22 | The types of problems and unexpected situations that may happen when you are preparing and using electrical cleaning equipment and how to deal with these. |  |

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# Supplementary evidence

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| **Evidence** | | **Date** |
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| **Assessor feedback on completion of the unit** |
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