

Level 2 Award in Bio-hazard Cleaning (2045-02)

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Qualification at a glance

Subject area	Bio-hazard Cleaning
City & Guilds number	2045-02
Age group approved	16-18, 19+
Entry requirements	N/a
Assessment	Portfolio
Support materials	Centre handbook Assessment pack
Registration and certification	Consult the Walled Garden/Online Catalogue for last dates

Title and level	City & Guilds number	Accreditation number
Level 2 Award in Bio-hazard Cleaning	2045-02	601/1886/6



Contents

1	Introduction	4
	Structure	4
2	Centre requirements	5
	Approval	5
	Resource requirements	5
	Learner entry requirements	6
3	Delivering the qualification	7
	Initial assessment and induction	7
	Recording documents	7
4	Assessment	8
5	Units	9
Unit 201	Prepare, clean and dispose of bodily fluids at a trauma scene	10
Unit 202	Prepare and remove hazardous items at a trauma scene	14
Appendix 1	Relationships to other qualifications	18
Appendix 2	Sources of general information	19



1 Introduction

This document tells you what you need to do to deliver the qualification:

Area	Description
Who is the qualification for?	It is a specialist qualification for learners who are required / responsible for cleaning up trauma scenes. It is primarily aimed at staff working in the police, prison service, NHS, local authorities or for an independent cleaning company.
What does the qualification cover?	It allows learners to learn, develop and practise the skills required for employment and/or career progression in cleaning trauma scenes. Trauma scenes can include crime scenes, police cells, detention areas, residential properties and prison cells. The learner will be able to clean bodily and remove hazardous items such as sharps and items contaminated by bodily fluids and be able to handle clinical waste and understand the factors that make handling clinical waste high risk.
Is the qualification part of a framework or initiative?	No
What opportunities for progression are there?	It allows learners to progress into careers within organisations that specialise in bio-hazard cleaning such as the police, prison service, NHS, local authorities or an independent cleaning company.

Structure

To achieve the **Level 2 Award in Bio-hazard Cleaning**, learners must achieve **6** credits from the mandatory units available.

Unit accreditation number	City & Guilds unit number	Unit title	Credit value	Unit Level
Mandatory				
M/505/6812	Unit 201	Prepare, clean and dispose of bodily fluids at a trauma scene	3	2
T/505/6813	Unit 202	Prepare and remove hazardous items at a trauma scene	3	2



2 Centre requirements

Approval

Existing centres who wish to offer this qualification must use the **standard** Qualification Approval Process.

To offer this qualification, new centres will need to gain both centre and qualification approval. Please refer to the *Centre Manual - Supporting Customer Excellence* for further information.

Centre staff should familiarise themselves with the structure, content and assessment requirements of the qualification before designing a course programme.

Resource requirements

Physical resources and site agreements

Centres must provide sufficient physical resource to be able to properly assess the learner's ability to complete the specified task. Simulated working environments are acceptable provided learners have sufficient space to undertake the task and assessors are able to view the task as it is completed.

Centre staffing

Staff delivering this qualification must be able to demonstrate that they meet the following occupational expertise requirements. They should:

- be occupationally competent or technically knowledgeable in the area for which they are delivering training and/or have experience of providing training. This knowledge must be to the same level as the training being delivered
- have recent relevant experience in the specific area they will be assessing
- have credible experience of providing training.

Centre staff may undertake more than one role, e.g. tutor and assessor or internal quality assurer, but cannot internally verify their own assessments.

Assessors and Internal Quality Assurer

Assessor/Internal Quality Assurer TAQA qualifications are valued as qualifications for centre staff, but they are not currently a requirement for the qualification.

Continuing professional development (CPD)

Centres must support their staff to ensure that they have current knowledge of the occupational area, that delivery, mentoring, training, assessment and verification is in line with best practice, and that it takes account of any national or legislative developments.

Learner entry requirements

City & Guilds does not set entry requirements for this qualification. However, centres must ensure that learners have the potential and opportunity to gain the qualification successfully.

Age restrictions

City & Guilds cannot accept any registrations for learners under 16 as this qualification is not approved for under 16s.



3 Delivering the qualification

Initial assessment and induction

An initial assessment of each learner should be made before the start of their programme to identify:

- if the learner has any specific training needs,
- support and guidance they may need when working towards their qualification.
- any units they have already completed, or credit they have accumulated which is relevant to the qualification.
- the appropriate type and level of qualification.

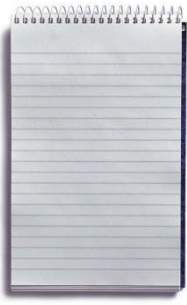
We recommend that centres provide an induction programme so the learner fully understands the requirements of the qualification, their responsibilities as a learner, and the responsibilities of the centre. This information can be recorded on a learning contract.

Recording documents

Candidates and centres may decide to use a paper-based or electronic method of recording evidence.

City & Guilds endorses several ePortfolio systems, including our own, **Learning Assistant**, an easy-to-use and secure online tool to support and evidence learners' progress towards achieving qualifications. Further details are available at: www.cityandguilds.com/eportfolios.

Although new centres are expected to use these forms, centres may devise or customise alternative forms, which must be approved for use by the qualification consultant, before they are used by candidates and assessors at the centre. Amendable (MS Word) versions of the forms are available on the City & Guilds website.



4 Assessment

Learners will be assessed through assignments that consist of a variety of assessment methods which include short answer questions and practical observation tasks.

Candidates must:

- have a completed practical observation checklist with the addition of a completed feedback sheet for each unit



5 Units

Availability of units

Structure of units

These units each have the following:

- City & Guilds reference number
- unit accreditation number
- title
- level
- credit value
- unit aim
- endorsement by a sector or other appropriate body
- learning outcomes which are comprised of a number of assessment criteria
- notes for guidance (where applicable).

Unit 201

Prepare, clean and dispose of bodily fluids at a trauma scene

UAN:	M/505/6812
Level:	2
Credit value:	3
GLH:	20
Endorsement by a sector or regulatory body:	Asset Skills
Aim:	<p>This unit is about the preparation for and undertaking of cleaning trauma scenes. Trauma scenes can include crime scenes, police cells, detention areas, residential properties and prison cells. The learner will be able to clean bodily and remove hazardous items such as sharps and items contaminated by bodily fluids. This unit also covers the safe use and disposal of PPE and hazardous items.</p>

Learning outcome
<p>The learner will:</p> <ol style="list-style-type: none">1. Be able to prepare to clean bodily fluids from the trauma scene
Assessment criteria
<p>The learner can:</p> <ol style="list-style-type: none">1.1 describe the benefits of receiving vaccination prior to cleaning bodily fluids and the consequences for not doing so1.2 select the appropriate risk assessment documentation for the task1.3 select, check and wear suitable PPE (Personal Protective Equipment) for the task1.4 prepare the work area for cleaning by:<ol style="list-style-type: none">a. • isolating the areab. • ventilating the areac. • selecting and displaying hazard warning signs or barriers1.5 carry out the appropriate methods for inspecting the level of bodily fluid contamination in the area1.6 select and check cleaning equipment and chemicals for the task.1.7 justify their choice of cleaning equipment for the task

Range
PPE Protective oversuit, gloves, closed in shoes, face mask, goggles.
Methods for inspecting discussion with others, looking for texture, odour, consistency of the soiling
Cleaning equipment colour coded waste bags, sharps box, sharps picker, body fluids spillage kit, cloths, paper roll, scraper, bucket, colour coded mop, cleaning agent

Learning outcome
The learner will: 2. Be able to clean bodily fluids at a trauma scene
Assessment criteria
The learner can: 2.1 identify and remove bodily fluids and cleaning equipment 2.2 clean the area using appropriate cleaning methods 2.3 state the appropriate person to report an incident to which is outside own area of responsibility 2.4 decontaminate the area using appropriate anti-microbial agents

Range
Cleaning equipment colour coded waste bags, sharps box, sharps picker, body fluids spillage kit, cloths, paper roll, scraper, bucket, colour coded mop, cleaning agent

Learning outcome
The learner will: 3. Be able to dispose of bodily fluids and reinstate area
Assessment criteria
The learner can: 3.1 dispose of bodily fluids 3.2 bag, tag and record laundry, linen and any other suitable items if applicable 3.3 check , clean and dry equipment after use 3.4 demonstrate how to safely remove, dispose of and store PPE 3.5 store and secure equipment in appropriate storage facility 3.6 reinstate the work area after cleaning by: a. removing warning signs or barriers b. closing ventilation 3.7 wash and dry hands according to the correct handwashing procedures

Range
Laundry, linen and any other suitable items bedding, clothing, cleaning equipment if applicable, upholstery – i.e. curtains, carpets and furniture

Equipment

colour coded waste bags, sharps box, sharps picker, body fluids spillage kit, cloths, paper roll, scraper, bucket, colour coded mop, cleaning agent

PPE

Protective oversuit, gloves, closed in shoes, face mask.

Unit 201 Prepare, clean and dispose of bodily fluids at a trauma scene

Supporting information

Guidance

Prepare work area - remove large items, protect surrounding areas. If there are any amendments needed to the risk assessment document the learner should follow the procedures for this.

Cleaning methods – ensure clean to dirty, the assessor will use their judgement on whether the learner is following the standard cleaning methods

Ventilating an area – if the trauma area is outdoors this is deemed as sufficient ventilation.

Anti-microbial agent – kills micro-organisms or inhibits their growth.

Hand washing procedures: hands should be washed before and after cleaning, using running hot/cold water, soap and dried with paper towels

Situations – any occurrence of unexpected events

Good practice to teach the importance of team cleaning i.e. a clean & dirty operative

Unit 202

Prepare and remove hazardous items at a trauma scene

UAN:	M/505/6812
Level:	2
Credit value:	3
GLH:	17
Endorsement by a sector or regulatory body:	Asset Skills
Aim:	This unit is about preparing to segregate and remove waste from a trauma scene. Trauma scenes can include crime scenes, police cells, detention areas, residential properties and prison cells. The learner will be able to handle clinical waste and understand the factors that make handling clinical waste high risk. This unit also covers the safe use and disposal of PPE.

Learning outcome
The learner will: 1. Be able to prepare handling and segregating hazardous items for a trauma scene
Assessment criteria
The learner can: 1.1 select, check and wear appropriate PPE (Personal Protective Equipment) for the task 1.2 Prepare the work area for cleaning by: a. isolating the area b. ventilating the area c. selecting and displayed hazard warning signs or barriers 1.3 select, check and wear suitable PPE (Personal Protective Equipment) for the task 1.4 define the term clinical waste 1.5 describe types of hazards when collecting hazardous items

Range
PPE Protective oversuit, gloves (disposable or colour coded), closed in shoes, face mask, goggles, apron, overshoes

Hazards

needlestick injury, contact with contaminated items (wound dressing, cloths condoms)

Hazardous items

swabs or dressings, syringes, needles or other sharp instruments, condoms, sanitary ware

Learning outcome

The learner will:

2. Be able to handle and segregate hazardous items at a trauma scene

Assessment criteria

- 2.1 state the current **legislation** for handing clinical waste
- 2.2 handle hazardous items according to organisational requirements
- 2.3 describe **handling procedures** for different types of hazardous items
- 2.4 list **factors** that could make the work environment more dangerous
- 2.5 describe the importance of segregating **hazardous items**
- 2.6 safely segregate **hazardous items** according to organisational requirements
- 2.7 remove contaminated **PPE** and handle as clinical waste during disposal

Range**Legislation**

Environmental Protection Act (EPA) 1990, Hazardous Waste Regulations, Health & Safety at Work Act (HASAWA) Controlled Waste Regulations (1992)

Handling procedures

manual handling techniques, protecting yourself with gloves, not disseminating bacteria whilst removing waste, security of waste, placing waste into appropriate colour coded vessels.

Factors

External- location, weather, general public, lighting, level of pedestrians or vehicle traffic, time of day.

Internal-location, lighting, people, time of day.

Hazardous items

swabs or dressings, syringes, needles or other sharp instruments, condoms, sanitary ware

PPE

protective oversuit, gloves (disposable or colour coded), closed in shoes, face mask, goggles, apron

Learning outcome
<p>The learner will:</p> <p>3. Be able to remove hazardous items from a trauma scene</p>
Assessment criteria
<p>The learner can:</p> <p>3.1 select and use suitable PPE for removing and disposing of hazardous items</p> <p>3.2 remove hazardous items to appropriate collection point in a manner that will not harm self or others</p> <p>3.3 describe the methods for disposal of different types of hazardous items</p> <p>3.4 reinstate the area at a trauma scene by:</p> <ol style="list-style-type: none"> removing warning signs and barriers close off ventilation in the area <p>3.5 wash and dry hands according to required handwashing procedures</p> <p>3.6 apply the following behaviour when entering a non –clinical area</p> <ol style="list-style-type: none"> personal hygiene confidentiality personal presentation

Range
<p>PPE protective oversuit, gloves (disposable or colour coded), closed in shoes, face mask, goggles, apron</p> <p>Hazardous items swabs or dressings, syringes, needles or other sharp instruments, condoms, sanitary ware</p> <p>Methods for disposal deep-dig landfill, incineration</p>

Unit 202 Prepare and remove hazardous items at a trauma scene

Supporting information

Guidance

2.3 **handling procedures**- colour coded vessels may be bags, rigid containers or a sharps box.

3.2 a **collection point** is any designated area for the temporary storage of waste

3.4 **Close off ventilating an area** – if the trauma area is outdoors this criterion is not necessary

The assessor must ensure that while carrying out the observation the assessor ensures that the learner has a clear understanding of cross – contamination containment



Appendix 1 Relationships to other qualifications

Literacy, language, numeracy and ICT skills development

This qualification can develop skills that can be used in the following qualifications:

- Functional Skills (England) – see www.cityandguilds.com/functionalskills
- Essential Skills (Northern Ireland) – see www.cityandguilds.com/essentialskillsni
- Essential Skills Wales – see www.cityandguilds.com/esw



Appendix 2 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the **Centres and Training Providers homepage** on www.cityandguilds.com.

Centre Manual - Supporting Customer Excellence contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve 'approved centre' status, or to offer a particular qualification, as well as updates and good practice exemplars for City & Guilds assessment and policy issues. Specifically, the document includes sections on:

- The centre and qualification approval process
- Assessment, internal quality assurance and examination roles at the centre
- Registration and certification of candidates
- Non-compliance
- Complaints and appeals
- Equal opportunities
- Data protection
- Management systems
- Maintaining records
- Assessment
- Internal quality assurance
- External quality assurance.

Our Quality Assurance Requirements encompasses all of the relevant requirements of key regulatory documents such as:

- Regulatory Arrangements for the Qualifications and Credit Framework (2008)
- SQA Awarding Body Criteria (2007)
- NVQ Code of Practice (2006)

and sets out the criteria that centres should adhere to pre and post centre and qualification approval.

Access to Assessment & Qualifications provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The **centre homepage** section of the City & Guilds website also contains useful information on such things as:

- **Walled Garden:** how to register and certificate candidates on line
- **Qualifications and Credit Framework:** general guidance about the Framework and how qualifications will change, as well as information on the IT systems needed and FAQs
- **Events:** dates and information on the latest Centre events
- **Online assessment:** how to register for e-assessments.

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Useful contacts

UK learners

General qualification information

T: +44 (0)844 543 0033

E: learnersupport@cityandguilds.com

International learners

General qualification information

T: +44 (0)844 543 0033

F: +44 (0)20 7294 2413

E: intcg@cityandguilds.com

Centres

Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

E: centresupport@cityandguilds.com

Single subject qualifications

Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam date and time change

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

F: +44 (0)20 7294 2404 (BB forms)

E: singlesubjects@cityandguilds.com

International awards

Results, Entries, Enrolments, Invoices, Missing or late exam materials, Nominal roll reports

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

E: intops@cityandguilds.com

Walled Garden

Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation, User/menu option, Problems

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

E: walledgarden@cityandguilds.com

Employer

Employer solutions, Mapping, Accreditation, Development Skills, Consultancy

T: +44 (0)121 503 8993

E: business@cityandguilds.com

Publications

Logbooks, Centre documents, Forms, Free literature

T: +44 (0)844 543 0000

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