

Ofqual Ref

Level

603/7674/0

Award at Level 2

Working in Medium Risk Confined Spaces (Top Person) (Non-Entrant)

Issue 1 – July 2021

ABOUT THE QUALIFICATION SPECIFICATION

This qualification specification for CABWI Awarding Body's **Level 2 Award in Working in Medium Risk Confined Spaces (Top Person) (Non-Entrant) (Ofqual Ref: 603/7674/0)** is designed to provide assessment centres with information on the qualification's content, structure and delivery.

This document provides both general assessment guidance and more detailed information, including general requirements for the qualification and specific requirements for each unit, where applicable. It also includes sections relating to personnel and facilities approval. If you or your centre has any queries relating to the qualification or its delivery, please contact either your allocated external quality assurer (EQA) or the CABWI office (Tel: 020 7469 2641; E-mail: enquiries@cabwi.co.uk).

This guidance (and updated versions issued during the qualification's lifetime) will be produced electronically and can be accessed via the CABWI website (www.cabwi.co.uk) or by contacting the CABWI office (enquiries@cabwi.co.uk). Additional materials available for this qualification include recording documents for practical assessments, and question papers and answer keys for the knowledge assessments. Copies of the national occupational standards (NOS) in on which this qualification is based can also be provided on request.

Further information relating to the delivery of CABWI qualifications, including copies of CABWI's current forms and centre administration manual, may be obtained direct from the CABWI office by contacting:

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1. QUALIFICATION OVERVIEW

1.1 Qualification objective

The CABWI Level 2 Award in Working in Medium Risk Confined Spaces (Top Person) (Non-Entrant) allows learners to demonstrate the skills and knowledge required by those who need to work at medium risk confined spaces as part of their job role, but who are not required, or are unable, to enter and work in the confined space. Their role will involve acting as a top person on site for those entering the confined space.

The content, structure and assessment requirements of the qualification were developed by CABWI Awarding Body, in consultation with representatives of the water and utilities industries and their training and assessment providers.

This award sits in the Regulated Qualifications Framework (RQF) and is regulated by Ofqual and CCEA Regulation.

If the assessment team identifies any queries or issues with the content of the qualification units or the structure, the centre should contact its external quality assurer or the CABWI office in the first instance. The awarding body can then provide advice on the most suitable course of action and consult further with qualification users, employers and/or training providers as necessary.

1.2 Qualification structure

To achieve a full Level 2 Award in Working in Medium Risk Confined Spaces (Top Person) (Non-Entrant), a learner must complete a single unit: Working in medium risk confined spaces (Top Person) (Non-Entrant).

The unit is assessed using a multiple choice knowledge assessment and a practical skills test, conducted in controlled circumstances.

1.3 Total Qualification Time, Guided Learning Hours and Credit

To meet regulatory requirements, all RQF qualifications must be assigned a number of Guided Learning Hours (GLH) and a number of hours for Total Qualification Time (TQT). These figures are assigned to the qualification during the development process, through consultation with industry specialists and training and assessment providers.

Guided Learning Hours is an estimate of the number of hours a learner would be expected to spend working towards a qualification, under the immediate guidance or supervision of a provider of education or training (e.g. a tutor, lecturer, supervisor, etc.).

Total Qualification Time is an estimate of the total amount of time (in hours) that a learner could reasonably be expected to achieve the level of attainment required for the award of a qualification. The TQT for any qualification is calculated by adding the number of hours assigned for Guided Learning to the estimated number of hours that a learner could reasonably

be expected to spend in preparation, study or any other education or training activity, including assessment, that may be directed by, but not under the immediate supervision of a tutor, lecturer, supervisor, etc.

Please note: The GLH and TQT figures assigned by CABWI to its qualifications are notional, and it is not mandatory for centres to provide a specific number of GLH in delivery a qualification. Learners and their employers should be aware that different individuals may take different amounts of time to complete their assessment successfully.

The Qualification GLH is: 15

The Total Qualification time is: 15

The Credit Value of the qualification is: 2

1.4 Relationship to NOS and the suite of confined spaces qualifications

This qualification is based on the NOS unit, EUSCS04 which was developed by Energy & Utility Skills in 2020. The NOS unit is part of a suite of units covering working in low, medium and high risk confined spaces, acting as a top person for high risk confined space entries and emergency rescue and recovery of casualties from confined spaces. CABWI offers a suite of six confined spaces qualifications, covering each of these areas. There are two qualifications for working in medium risk confined spaces: one provides for those who are working in the confined space, and the other provides for learners who act as top man for a team working in a medium risk confined space.

In the context of these qualifications, learners are not required to take each of the qualifications covering working in low, medium and high risk confined spaces in order to be deemed competent in each. Those who hold the Award in Working in High Risk Confined Spaces are deemed to hold the competencies for working in both medium risk and low risk confined spaces.

For those working in the water sector, the confined spaces qualifications must be re-assessed in full every three years, in order to demonstrate continuing and current competence.

2. QUALIFICATION APPROVAL REQUIREMENTS

All centres seeking to deliver CABWI regulated qualifications must complete the application process using CABWI's current centre and personnel application forms, providing information about how the centre will meet CABWI's centre recognition criteria. Information relating to CABWI's centre recognition process is available on the CABWI website.

A centre seeking to deliver the CABWI Level 2 Award in Working in Medium Risk Confined Spaces (Top Person) (Non-Entrant) must also ensure that it has the resources, including facilities and personnel, to meet the qualification-specific requirements described in this section.

2.1 Centre facilities and equipment requirements

Medium risk confined space environment

While the learner undertaking the Level 2 Award in Working in Medium Risk Confined Spaces (Top Person) (Non-Entrant) will not themselves enter the confined space, the practical assessment for this qualification must be carried out in a medium risk confined space environment. It is expected that the practical assessment for those not entering the medium risk confined space will be conducted at the same time as an assessment for those who are entering the confined space, allowing all learners to carry out their practical assessment in the context of one medium risk confined space operation.

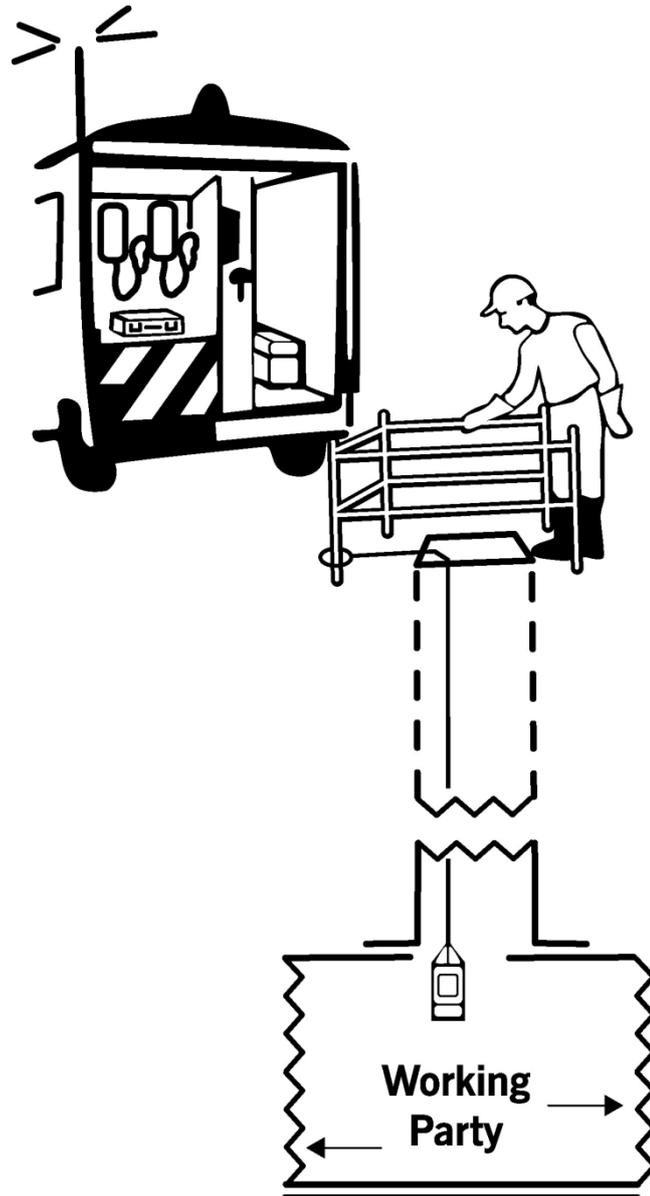
The practical assessment for this qualification must, therefore, be conducted in a medium risk confined space environment, with features that are identical to those required for the Level 2 Award in Working in Medium Risk Confined Spaces. The features of a medium risk confined space environment are as follows:

- The confined space will have access issues, and there will be a realistic expectation that those in the confined space will encounter a specified risk, and/or that specified risks will be introduced during the work activity.
- The learner must enter the confined space with escape respiratory protective equipment (RPE).
- The learner will check the atmosphere in the confined space, as part of the practical assessment, by introducing a gas monitor prior to entry. If it is safe to enter the confined space, the monitor will not alarm.
- If the gas monitor alarm triggers prior to entry, the learner must not enter the confined space and an appropriate person must be notified of the unsafe atmosphere.
- If the gas monitor alarm triggers during work in a medium risk confined space, and/or a hazard is encountered, the learner must don the escape RPE immediately and exit the confined space.
- The confined space should be deeper than 3 metres in one or two ladders, but requiring fall arrest.
- The confined space must be dark, but any real hazard due to the access arrangements must be clearly visible when using portable lighting.

- The learners must be able to move a reasonable distance away from the access point (c. 30 metres), to give a working team of five the opportunity to become spread out in the confined space.
- For all team members except the person at the bottom of the ladder (bottom person), the use of escape RPE should be necessary. The bottom person may need to be reassessed if they are unable to demonstrate competence in the use of escape RPE during the first assessment exercise.
- The learners must be given a specific task to complete during the assessment, which distracts them from Health and Safety matters but which does not expose them to danger.

To ensure a standard approach to the assessment process, the medium risk confined space used for the practical assessment must take place in a confined space that would be categorised as NC3 in the Water UK Occasional Guidance Note, *The Classification and Management of Confined Space Entries*.

Confined space category NC3 (see image on p.7) is a confined space where *'it is not possible to have persons permanently attached to a safety line. Usually it will be a team entry which moves away from the entry point, e.g. Man entry sewers, utility service subway tunnels, aqueducts and complex wet wells. Working without an attached rescue line and includes working away from the point of entry.'*



Facilities and equipment requirements

All centres wishing to offer the Level 2 Award in Working in Medium Risk Confined Spaces (Top Person) (Non-Entrant) must provide the facilities and equipment listed below in order to be recognised to deliver the qualification. These are identical to the requirements for the Level 2 Award in Working in Medium Risk Confined Spaces.

Requirements for all centres

1. Adequate storage facilities for all equipment used in the practical assessment
2. Inspection and maintenance staff (able to cover PPE and Work Equipment)
3. Facilities for storing 'quarantined' equipment that cannot be used for assessment activity or confined space work
4. Changing facilities and secure storage for learners' personal belongings
5. Assessment briefing room(s) for up to 10 learners
6. Showers and toilets for both sexes, near to the assessment location

7. The assessment briefing room(s), changing and bathroom/shower facilities will need to be within 30 minutes of the confined space facilities where any assessment will be undertaken
8. The space used for any practical confined space assessment must meet the requirements specific to the qualification, and must allow the learner to experience working in an authentic confined space environment, working with the relevant people and using the required equipment for the task being assessed.
9. The simulated confined space used for this qualification must meet the requirements for a medium risk confined space, and the centre must ensure that a risk assessment has been carried out on the facility, to provide for the needs of learners being assessed and, in particular, the needs of those learners who have limited experience in working in confined spaces.
10. The confined space used to assess this qualification must provide suitable access openings, which reflect history and current usage. The confined space must be used in line with the requirements of the qualification, which will allow the learner to carry out lifting, signing and guarding, entry and exit routines, and emergency exit.
11. The internal profile of the confined space must reflect the medium risk classification and allow the learner to carry out the range of skills required during the practical assessment.

Requirements for all confined spaces practical assessments

1. Practical assessments must be conducted in as realistic an environment as possible, and must be carried out with due regard to the learners' health, safety and welfare. Documented risk assessments must be available at the centre for all aspects of the practical assessments, and these must be reviewed regularly and updated as necessary.
2. PPE and any safety items required for the practical assessment must be available for all learners undertaking the assessment. The equipment used must meet current best practice and/or standards and safety requirements referenced in relevant statutes, regulations or approved codes of practice.
3. The assessment centre may supply any or all of the equipment required by learners undertaking the practical assessments.
4. The centre must make learners aware in advance of the assessment if they are required to bring items with them to their assessment. All items and equipment provided by learners or their employers must be checked prior to assessment to ensure that they are fit for purpose and safe to use.
5. Where learners present themselves for assessment with equipment that does not meet the required standards, the centre must ensure that the correct equipment is used for the assessment. The centre may reserve the right to refuse to allow the learner to use equipment that does not meet the required standard.
6. Where items of PPE are issued to successive learners, the centre must have a hygiene routine in place to ensure that equipment fit for purpose and safe to use for each learner who uses it.
7. Where the centre provides PPE for use in confined space assessments, this should consist of:
 - (a) **Overalls** – cotton or cotton mix (non-static generating) overalls with close fitting cuffs, or disposable overalls that meet the requirements of the risk assessment for the activity being undertaken. The centre should have a number of overalls available, to meet the range of learners' sizes. If wet conditions will be encountered during assessment, the overalls should be waterproof.

- (b) **Gloves and gauntlets** – a suitable selection and number of industrial gloves or gauntlets in rubber, PVC etc, to the relevant EN standard. (Disposable latex or polyethylene inner gloves may also be used if required for those wearing PVC or rubber outer gloves.)
 - (c) **Helmets and caps** – sufficient safety helmets and caps to meet the requirements of the risk assessment. If cap lamps are required, the helmets or caps used must be suitable for use with lamps. (*Please note:* Learners must not be permitted to wear their own helmet if it is in any way unsuitable for use during the assessment process. This may be due to age, misuse, or decoration.)
 - (d) **Footwear** – a suitable selection and number of waders or Wellington rubber boots with safety soles, safety toecaps and non-sparking profiled soles.
8. The centre must have sufficient stocks of the following work equipment for use on assessments:
- (a) **Warning barriers and warning signs** – these must meet the risk assessment required under NRSWA legislation, and must be sufficient to protect those on or around the site from risks involved in the assessment exercise.
 - (b) **Mesh guards for manholes** – metal or plastic mesh inserts to prevent tools and debris falling into an open manhole.
 - (c) **Portable gas monitoring equipment** – a selection and number of monitors for the learners to use, that reflect the gas monitoring equipment currently used in confined spaces work, all with complete and current calibration certificates. The monitors should be at least three-channel monitors (monitoring high and low oxygen levels; flammable gas based on Methane LEL, and Hydrogen Sulphide, in line with the risk assessment). Where monitors used are four- or five-channel, the additional channel should monitor carbon monoxide and/or chlorine, or have a different sensor appropriate to the learner’s usual business and usage. All monitors must comply with current legislation and standards for electrical equipment used in potentially explosive atmospheres.
 - (d) **Hand lamps, torches and cap lamps** – the selection available should be in line with the business and learner usage. All lamps and torches must comply with current legislation and standards for equipment used in potentially explosive atmospheres, and be certificated where required. The centre must also hold spare bulbs, batteries and charging units.
 - (e) **Equipment Register** – the centre must maintain a documented history of the equipment that is used in assessments. The information held must cover: all safety certificates; initial testing, re-testing and re-calibration; maintenance carried out on equipment, and any failure of equipment and related repairs. The centre must maintain a diary of testing and calibration for equipment used, and, where testing and calibration information is not available, the equipment must be quarantined so that it is not used during assessments. Where new equipment is purchased for use in assessments, its details must also be added to the register.
 - (f) **First Aid support** – the centre must have a selection and sufficient numbers of static and portable first aid kits to meet the emergency needs of all staff and learners involved in confined space assessments, as required by the Code of Practice to the First Aid at Work Regulations and to meet the First Aid risk assessment required by law. The team carrying out confined space assessments must have access to a trained first aider.

- (g) **Manhole cover lifting devices** – these may include a selection of long and short handle manual lift keys; long handled lever types on castors; and hydraulic lifters.
- (h) **Ropes** – the centre should have a selection of ropes for use in handling tools, gas monitors and other equipment. Ropes should be of a braided construction, to prevent spinning, and should be of a 6-8mm diameter as a minimum.

Equipment requirements for working in medium risk confined spaces

The centre must ensure that the following equipment is available for use in assessments in working in medium risk confined spaces:

1. Harness and fall arrest systems, to the required specification:
 - (a) full body harness with safety certification
 - (b) energy absorbers with safety certification
 - (c) fall arrest systems with safety certification

The types selected should reflect equipment that is commonly used in the workplace, or should reflect the equipment used by learners in their workplace.
2. Man riding safety and rescue winch (a tripod or similarly mounted):
 - (a) a fall arrest block with retrieval system or safety winch incorporating overrun protection and fall protection, with safety certification
 - (b) any fall arrest block or winch used should have the capacity needed for the intended shaft or manhole being used during the practical assessment.
 - (c) if a fully suspended descent is to be undertaken, the rescue lifeline must be additional to the man-riding system.
3. Respiratory Protective Equipment (RPE):
 - (a) self-contained compressed air positive pressure escape breathing apparatus, of 10 minutes' normal duration. The range used should reflect the types of breathing apparatus used in the industry/sector and/or the learners' workplace, and it should cover facemask type and hood type equipment. The centre will need to have spare cylinders to maintain training exercises.
 - (b) self-contained closed circuit oxygen re-breather (chemical) escape breathing apparatus. Training sets should be purchased (these do not contain oxygen-generating chemicals). The range used should reflect the types of breathing apparatus used in the industry/sector and/or the learners' workplace.
 - (c) supplies of disinfecting and cleaning cloths provided by the breathing apparatus manufacturer, for cleaning facemasks before use.
 - (d) the facility to earth bond ventilation equipment that could cause static electricity to discharge via a spark.
4. Air horns (with disposable compressed air supply):
 - (a) portable air horns, powered by disposable compressed air or inert gas, that are used for signalling purposes.
 - (b) other types of signalling devices can be used.

Records storage

All qualification records must be stored securely, and centres must maintain records of:

- learners
- assessments and assessment decisions
- internal quality assurance.

The records must be:

- sufficient to provide an audit trail
- retained for at least three years, to allow for monitoring (by the awarding body or the regulatory authorities) to take place.

Some records will include learners' personal information (subject to the Data Protection Act) and others may include details of written or oral underpinning knowledge questions asked during assessment, which must not be freely available to learners. It is vital that these records are held securely by the centre. Secure storage facilities will be verified by the external quality assurer during centre approval.

2.2 Personnel resources for qualification delivery

To be recognised, a centre must have at least one fully-qualified and occupationally competent assessor, and one fully-qualified and occupationally competent internal quality assurer (IQA).

Each assessor, IQA, assessor-candidate or IQA-candidate must submit the appropriate personnel application, together with relevant supporting evidence of qualifications and occupational competence. The qualifications and occupational expertise requirements for assessors and IQAs delivering the Level 2 Award in Working in Medium Risk Confined Spaces (Top Person) (Non-Entrant) are set out below.

Centre co-ordinator / centre manager

The centre must have a named central point of contact for the administration of CABWI qualifications. They will be responsible for ensuring that the correct application forms are submitted to the awarding body and for providing (either in person or via other designated personnel) details of learners who require registration and certification for particular qualifications.

The centre co-ordinator may be one of the assessment and quality assurance team or they may be an administrator or manager with the relevant responsibility at the centre.

Assessors

Assessor qualifications

In order to assess learners for the Level 2 Award in Working in Medium Risk Confined Spaces (Top Person) (Non-Entrant), an assessor must have relevant occupational expertise, and must hold one of the following qualifications:

- Level 3 Award in Assessing Competence in the Work Environment, or
- Level 3 Certificate in Assessing Vocational Achievement, or
- Assessing Candidates Using a Range of Methods (A1), or
- D32 – Assess Candidate Performance and D33 – Assess Candidate Performance Using Diverse Evidence.

CABWI does not require assessors who hold earlier versions of assessor qualifications to undertake the current versions, based on later national occupational standards. However, assessors must ensure that they are aware of current NOS content relating to assessment practice, and must ensure that they review their skills, knowledge and understanding of assessment processes and practice regularly, and undertake relevant CPD. This activity may be undertaken in conjunction with the assessment centre(s) where the assessor works.

Assessor-candidates

Assessor-candidates are individuals who meet the occupational expertise requirements to assess the qualification, but who do not yet hold an assessor qualification.

They may apply to CABWI for an assessor-candidate licence, for a maximum period of 18 months, while they undertake their assessor qualification. All assessment decisions taken by assessor-candidates must be countersigned by a fully qualified assessor who is also approved to assess the same unit(s).

Assessor-candidates working on the Level 2 Award in Working in Medium Risk Confined Spaces (Top Person) (Non-Entrant) must be undertaking one of the following assessor qualifications:

- Level 3 Award in Assessing Competence in the Work Environment, or
- Level 3 Certificate in Assessing Vocational Achievement.

These are the two current assessor qualifications, developed as part of the Training, Assessment and Quality Assurance (TAQA) suite of qualifications, which cover the assessment of workplace competence.

When seeking approval from CABWI, assessor-candidates may be required to provide confirmation of the assessment centre where they are registered to take their assessor qualification, and when they expect to complete the qualification.

Occupational expertise and assessor requirements

Any assessor or assessor-candidate who wishes to assess the Level 2 Award in Working in Medium Risk Confined Spaces (Top Person) (Non-Entrant) must also show that they can meet the criteria listed in the table below (the column on the right provides examples of evidence against the requirements: please note that these are suggestions, and the lists are not exhaustive).

Assessor criteria	Potential sources of evidence
<ul style="list-style-type: none">• In-depth technical and practical knowledge of the areas they are assessing (working in confined spaces and the related underpinning knowledge).• Up-to-date knowledge and relevant technical/industrial experience in the areas they are assessing. (The experience must be not more than 5 years old, and at a level relevant to their assessor role and the level of the award.) They must be aware of current practice and emerging issues in working in confined spaces, and that there may be differences between the 4 UK countries.	<ul style="list-style-type: none">• CV confirming occupational experience relating to those unit(s)/award(s) for which approval is required - through an industry operational role and/or delivering operational training and/or assessment in activities covered by the unit(s) required.• Occupational information must confirm experience of confined space activities according to the units required.• Details of any vocational qualifications etc relevant to the activities covered.• Other supporting information: witness testimonies or other testimonials.

<i>Assessor criteria</i>	<i>Potential sources of evidence</i>
<ul style="list-style-type: none"> Occupational experience relating to working in confined spaces that is at least at the same level as the qualification and/or unit(s) that they are assessing. 	
<ul style="list-style-type: none"> Experience & working knowledge of the assessment and quality assurance processes relating to these contexts. 	<ul style="list-style-type: none"> Copy assessor qualification certificates. For assessor-candidates, details of the induction they have received for their assessor award. For experienced assessors, confirmation of assessor experience on previous confined spaces qualifications or units.
<ul style="list-style-type: none"> Thorough understanding of the NOS for Working in Confined Spaces, and the ability to interpret them and offer advice on assessment-related matters. 	<ul style="list-style-type: none"> Confirmation of familiarity with the Working in Confined Spaces NOS. For experienced assessors, confirmation of assessor experience on previous confined spaces qualifications or units. Confirmation of involvement in standardisation process, assessment team meetings etc within centre. If applicable, details of involvement with the NOS or qualification development process for confined spaces.
<ul style="list-style-type: none"> High level of interpersonal and communication skills. 	<ul style="list-style-type: none"> CV details confirming use of interpersonal skills etc. For experienced trainers or assessors, confirmation of previous training or assessment activity. Details of any qualifications covering communications skills (e.g. Key Skills award in Communication at Level 3; qualifications or units covering soft skills – e.g. units from Management or Customer Service qualifications etc.).
<ul style="list-style-type: none"> Commitment to CPD for the assessor role and to maintain currency of knowledge and experience in working in confined spaces. 	<ul style="list-style-type: none"> Assessor licence application – details of how currency will be maintained. Details (as part of CV or application information) of participation in industry groups, consultations, etc., relating to working in confined spaces. Details of involvement in centre staff development programmes, as per centre application.

Internal quality assurers (IQAs)

Internal quality assurer qualifications

In order to quality assure the Level 2 Award in Working in Medium Risk Confined Spaces (Top Person) (Non-Entrant), an IQA must have relevant occupational expertise, and must hold one of the following qualifications:

- Level 4 Award in the Internal Quality Assurance of Assessment Process and Practice, or
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice, or
- Conducting Internal Quality Assurance of the Assessment Process (V1), or
- D34 – Co-ordinate the Assessment Process.

CABWI does not require internal quality assurers who hold earlier versions of the IQA qualifications to undertake the current versions, based on later national occupational standards. However, IQAs must ensure that they are aware of current NOS content relating to assessment and quality assurance practice, and must ensure that they review their skills, knowledge and understanding of assessment and quality assurance processes and practice regularly, and undertake relevant CPD. This activity may be undertaken in conjunction with the assessment centre(s) where the IQA works.

CABWI can provide information on the content of current NOS covering assessment and quality assurance practice on request.

IQA-candidates

IQA-candidates are individuals who meet the occupational expertise requirements to internally quality assure the qualification, but who do not yet hold an IQA qualification.

They may apply to CABWI for an IQA-candidate licence, for a maximum period of 18 months, while they undertake their IQA qualification. All quality assurance decisions taken by IQA-candidates must be countersigned by a fully qualified IQA who is also approved to quality assure the same unit(s).

IQA-candidates working on the Level 2 Award in Working in Medium Risk Confined Spaces (Top Person) (Non-Entrant) must be undertaking one of the following IQA qualifications:

- Level 4 Award in the Internal Quality Assurance of Assessment Process and Practice, or
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice.

These are the two current quality assurance qualifications, developed as part of the Training, Assessment and Quality Assurance (TAQA) suite of qualifications.¹

¹ The required qualifications for IQAs may be updated during the lifetime of this qualification. CABWI can provide confirmation of the current requirements on request.

When seeking approval from CABWI, IQA-candidates may be required to provide confirmation of the assessment centre where they are registered to take their IQA qualification, and when they expect to complete the qualification.

Occupational expertise and IQA requirements

Any IQA or IQA-candidate who wishes to quality assure the Level 2 Award in Working in Medium Risk Confined Spaces (Top Person) (Non-Entrant) must also show that they can meet the criteria listed in the table below (the column on the right provides examples of evidence against the requirements: please note that these are suggestions, and the lists are not exhaustive).

<i>Internal quality assurer criteria</i>	<i>Potential sources of evidence</i>
<ul style="list-style-type: none"> • Comprehensive understanding of the areas they are internally quality assuring. • Up-to-date knowledge and relevant technical/industrial experience in the areas they are quality assuring. (The experience must be not more than 5 years old, and at a level relevant to their IQA role and the level of the award.) They must be aware of current practice and emerging issues in working in confined spaces, and that there may be differences between the 4 UK countries. • Occupational confined space knowledge and experience that is at least at the same level as the qualification and/or unit(s) that they are quality assuring. 	<ul style="list-style-type: none"> • CV confirming occupational experience relating to those unit(s)/award(s) for which approval is required - through an industry operational role and/or delivering operational training, assessment or quality assurance in activities covered by the unit(s) required. • Details of any vocational qualifications etc relevant to the activities covered. • Other supporting information: witness testimonies or other testimonials.
<ul style="list-style-type: none"> • Experience & working knowledge of the assessment and quality assurance processes relating to these contexts. <i>(Please note: it is desirable, though not mandatory, for IQAs working on this qualification to hold an assessor qualification.)</i> 	<ul style="list-style-type: none"> • Copy IQA qualification certificates. • Copy assessor certificates, if qualified assessors. • For IQA-candidates, details of the induction they have received for their IQA award. • For experienced IQAs, confirmation of internal quality assurance experience on previous confined spaces qualifications or units.

<i>Internal quality assurer criteria</i>	<i>Potential sources of evidence</i>
<ul style="list-style-type: none"> • Thorough understanding of the NOS for Working in Confined Spaces, and the ability to interpret them and offer advice on assessment-related matters. 	<ul style="list-style-type: none"> • Confirmation of familiarity with the Working in Confined Spaces NOS. • For experienced IQAs, confirmation of experience on previous confined spaces qualifications or units. • Confirmation of involvement in standardisation process, assessment team meetings etc within centre. • If applicable, details of involvement with the NOS or qualification development process for confined spaces.
<ul style="list-style-type: none"> • High level of interpersonal and communication skills. 	<ul style="list-style-type: none"> • CV details confirming use of interpersonal skills etc. • For experienced trainers, assessors or IQAs, confirmation of previous training, assessment or IQA activity. • Details of any qualifications covering communications skills (e.g. Key Skills award in Communication at Level 3; qualifications or units covering soft skills – e.g. units from Management or Customer Service qualifications etc.).
<ul style="list-style-type: none"> • Commitment to CPD for the IQA role and to maintain currency of knowledge and experience in working in confined spaces. 	<ul style="list-style-type: none"> • IQA licence application – details of how currency will be maintained. • Details of involvement in centre staff development programmes, as per centre application.
<ul style="list-style-type: none"> • Sufficient authority to carry out the IQA role at any centre where they are working – irrespective of whether they are a direct or contracted employee of the assessment centre. 	<ul style="list-style-type: none"> • Endorsement of the CABWI IQA application by a manager at the assessment centre where they are working. • Organisation and/or team charts showing roles, responsibilities and authority of assessment and quality assurance team members. • For experienced IQAs, evidence of managing assessors within the team, dissemination and completion of agreed actions, etc. • Evidence of involvement in and contribution to centre standardisation activity and meetings.

Technical and occupational experience

In addition to meeting the requirements outlined above, assessors and IQAs must also be able to show that they have the following technical and occupational experience, relating specifically to confined spaces:

1. They must show at least two years' experience from the previous five years of working in confined spaces in sectors such as utilities, oil and gas, mining, civil engineering, construction, etc. This experience may be obtained by working in confined spaces while employed in a job role, or in delivering vocational training and/or assessment involving practical confined space activity.
2. They must have a working knowledge of:
 - (a) current confined spaces regulations and any other confined spaces guidance and specifications that apply to the industry in which learners are being assessed. For the water industry, this includes the Water UK Occasional Guidance Note - *The Classification and Management of Confined Space Entries*.
 - (b) the situation that produces a confined space, including how confined spaces may be created during work activity
 - (c) the nature and implications of hazards encountered in confined spaces
 - (d) the range and function of gas monitoring equipment used in confined space work
 - (e) the selection and use of PPE commonly used in confined space work
 - (f) the range and function of any breathing apparatus required for work in the different classifications of confined space
 - (g) the operation of safe systems of work, and permit to work schemes relating to confined space operations.
3. They must be able to prepare the work site for the practical assessment, provide briefing to learners before assessments and instruct learners effectively during the assessment activity, and be able to discriminate between safe and unsafe learner performance in the assessment situation.

Assessors and IQAs working on this medium risk confined space qualification are not required to hold a first aid certificate; however, as work in confined spaces is a health and safety critical activity, the assessment team must have access to a person holding a current first aid certificate while the assessment is in progress. (The Water UK OGN provides guidance on the first aid certificate requirements that must be used by centres offering assessment to learners working in the water industry, and provides useful guidance for those working in other sectors.)

2.3 Independent assessment

Independent assessment is a quality control measure that is used to minimise any potential vested interest that an assessor could have in the outcome of a learner's assessments.

Centres seeking approval to deliver the Level 2 Award in Working in Medium Risk Confined Spaces (Top Person) (Non-Entrant) must ensure that:

- **assessors do not assess any learner for whom they have line management responsibility, and**
- **assessors do not assess any learner for any unit on which they have been involved in training that learner.**

In cases where the centre's assessment team cannot meet the above criteria, an alternative method of independent assessment will be agreed with the centre.

CABWI's assessor application form includes two questions that ask if they will be training learners and if they will be assessing people who report directly to them. If the assessor answers 'YES' to the training-related question, CABWI will contact the centre co-ordinator to obtain further information, as follows:

If training learners:

- *To what extent will the assessor be training learners?*
- *Are they the only assessor, or does the centre have other assessors?*
- *Which units will the assessor be assessing?*
- *When did the applicant train the learners and when will they be assessing them?*

On receipt of this information, CABWI will agree an alternative quality assurance procedure with the centre and their EQA, which will be added to the centre's file. Each case is judged on an individual basis, depending upon the detail provided, whether there are other significant risk factors at the centre that could affect the integrity of delivery, and whether there is any scope for the centre to work towards meeting the independent assessment requirements in the future.

Where the centre is unable to meet independent assessment requirements, the awarding organisation can agree up to 100% external quality assurance of this qualification as an alternative requirement.

Other requirements, as discussed and agreed with the external quality assurer, could include (but are not limited to) additional IQA sampling, requiring additional EQA visits to monitor the situation, or requiring the centre to arrange for the separation of training and assessment wherever possible (e.g. through having dedicated assessors and trainers, resources permitting.)

CABWI's EQAs will monitor the implementation of independent assessment during quality assurance visits, and will highlight any areas for improvement through the action planning section of their EQA Visit Report, by agreement with the centre.

Please note: It is vital that the centre informs CABWI if it cannot meet the independent assessment requirement for this qualification, or if it becomes unable to meet these requirements

after approval. If the requirements are found not to have been met during EQA monitoring, and the centre has not agreed an alternative quality assurance procedure with CABWI, this could impact upon learner certification, and may lead to a requirement for re-assessment of the learners affected or other remedial action.

3. QUALIFICATION DELIVERY

3.1 Pre-registration learner requirements

This qualification may be taken by any learner aged 16 or over, although it is recognised that employers may have different age requirements for their employees who work in confined spaces. As the qualification involves practical assessment in a confined space environment, centres must ensure that any learner undertaking the qualification is medically fit, in line with current industry requirements. For the water industry, these requirements can be found in the Water UK Occasional Guidance Note (OGN) – *The Classification and Management of Confined Space Entries*.

3.2 Assessment methodology

The Level 2 Award in Working in Medium Risk Confined Spaces (Top Person) (Non-Entrant) is assessed using a practical observation of skills and a short answer written test, both of which they must pass in order to gain the qualification. CABWI provides the recording documents for the practical observation and assessment papers and answer keys for the knowledge test, to support recognised centres delivering the qualification. All assessment material has been developed against the qualification assessment requirements.

Knowledge assessment

The knowledge assessment may be conducted using Paper A, Paper B or Paper C, which CABWI provides only to centres recognised to deliver the qualification. Learners undertaking the qualification will complete one of the three papers although an alternative paper must be used for resits. If a learner does not pass the knowledge assessment at their first attempt, the assessor may allow the learner to sit another paper at the same assessment event. If a learner sits all three papers during the same assessment event, and does not pass any of them, they will be deemed not to have met the qualification requirements.

The knowledge assessment may be completed before or after the practical assessment, and must be conducted in examination conditions. These are contained in CABWI's handbook, *Conducting written assessments in examination conditions*, a copy of which is available via the CABWI website or from the CABWI office.

The multiple choice knowledge assessment for the CABWI Level 2 Award in Working in Medium Risk Confined Spaces has an allocated time limit of 45 minutes.

If a learner has an assessment requirement that requires them to be assessed using oral questioning, the assessor for the qualification may use oral questioning, recorded using video or audio equipment. If this adjustment is required, the assessor may conduct the assessment, with one learner at a time, at a secure location away from any other assessment activity, and must record the session, ensuring that the questions are asked from one of the CABWI question papers for the qualification, and that the learner and assessor validate themselves at the start of the session.

Practical assessment

The practical assessment must take place in a controlled medium risk confined space environment that meets the requirements set out in this specification, and centres requiring recognition to deliver this qualification must show that they have the facilities and equipment required to carry out the practical assessment for a medium risk confined space operation. It is expected that the practical assessment for a learner undertaking this qualification, who will not enter the confined space, will take place alongside the practical assessment for other learners who are entering the confined space, so that the top person (non-entrant) will have the opportunity to act in that capacity during the practical exercise.

Centres are expected to have all of the required equipment available to carry out the assessment. If a learner presents their own equipment for use during the practical assessment, the assessor is responsible for ensuring that the equipment is safe and fit for purpose. If there is any doubt or concern about the learner's equipment in this situation, the assessor and centre may reserve the right to require the learner to use equipment provided by the centre.

Please note: As working in confined spaces is a health and safety critical activity, all practical assessments must take place in a controlled confined space environment. No confined spaces assessments must take place in a 'live' working situation.

The learner:assessor ratio for the practical assessment must be no greater than 5:1. If a risk assessment of the practical exercise determines that more 'control' people are required to meet health and safety requirements, the ratio must reflect the level of risk identified.

3.3 Internal quality assurance

The Award in Working in Medium Risk Confined Spaces (Top Person) (Non-Entrant) must be internally quality assured, by appropriately qualified IQAs, with the requisite occupational expertise, in line with CABWI's centre recognition criteria and the specific qualification requirements. If the centre has experience of delivering competence-based qualifications, through CABWI or another awarding body, it is likely that the current internal quality assurance systems can also be used for the Level 2 Award in Working in Medium Risk Confined Spaces (Top Person) (Non-Entrant), although the external quality assurer will need to review the systems during centre recognition.

Internal quality assurers are expected to:

- manage the operation of assessment within their centres
- support assessors
- verify assessors' work (including observing assessments taking place), according to the centre's internal quality assurance sampling strategy and specific plans for the quality assurance of this qualification
- ensure that the scheme requirements are applied consistently by the assessment team and across all learners at the centre
- manage the qualification delivery process.

The types of records that EQAs review to verify internal quality assurance activities include (but are not limited to):

- IQA sampling strategy (the document that the IQA would use to determine what s/he will sample over time: this should take a risk-based approach)
- more detailed IQA sampling plans (they will be informed by the IQA sampling strategy, but may be modified over time, and in line with identified risks, familiarity with the scheme, learner numbers etc.)
- evidence of interim and summative sampling of assessments (to cover the full delivery process)
- IQA reports on work sampled, which **must** include a proportion of IQA observation reports, confirming that they have watched assessments (observations and/or meetings, over time) taking place. The IQA records must also include, over time, sampling of the work of all assessors working on the scheme and all units covered at the centre.
- evidence of team meetings and standardisation exercises (while not relating to the IQA role alone, it is usual for the IQA to lead meetings and standardisation exercises, etc.).

It is likely that one of the internal quality assurers at the centre will act as the main point of contact with the EQA and the awarding body for policy issues relating to delivery of this qualification, disseminate the detail of EQA reports, and ensure that actions are implemented.

3.4 External quality assurance

External quality assurers working on the confined spaces qualifications must be able to show technical and occupational experience in the utilities or other related sectors, and must have an awareness of:

- current confined spaces regulations
- Water UK's OGN – *The Classification and Management of Confined Space Entries*, and
- current confined spaces national occupational standards (NOS).

They will also be able to discriminate between safe and unsafe learner performance in an assessment situation.

Once the centre has been approved, the external quality assurer will start to plan and discuss quality assurance and monitoring activity with the team. Typically, a centre will receive at least one external quality assurance visits per year plus additional sampling in accordance with the CABWI Centre Assessment Standard Scrutiny (CASS) strategy. CABWI reserves the right to recommend additional visits, depending upon the centre's circumstances. The most common reasons for additional visits include, but are not limited to:

- high learner numbers and activity levels (including where a centre offers a wide variety of CABWI qualifications)
- to monitor completion of action points that must be resolved within specific timescales
- if there is a risk to the centre's qualification delivery or quality assurance systems (e.g. insufficient assessors, a high proportion of newly-qualified assessors or IQAs, etc.)
- to approve the centre to deliver new qualifications.

The team can also request additional visits or EQA activity such as remote sampling of assessment materials, either for a review of learners' evidence and assessment records (usually prior to self-certification – 'direct claims' – status being granted), to add further units or awards on to the existing centre licence, to review completion of agreed actions, or to discuss any aspect of scheme delivery.

The EQA monitors all aspects of assessment and quality assurance activity. This will include observation of assessments taking place, on site or at the centre. Over time, the EQA will seek to monitor the work of all assessors and IQAs at the centre, review the systems against current qualifications requirements and CABWI's centre recognition criteria, and provide feedback on the centre's activities.

An EQA report is produced after each quality assurance visit or activity, and sent to CABWI. The awarding body provides a .pdf version via e-mail on receipt of the report, and sends the original hard copy out subsequently. Over time, CABWI will monitor the centre's progress and completion of actions agreed with the awarding body, with a view to ensuring that delivery and quality assurance systems remain robust.

In order for CABWI to ensure that quality assurance activity is conducted effectively and within appropriate timescales, it is important that centres provide the external quality assurer with as much information as possible about planned activity, and the location of cohorts of learners. This will allow the EQA to schedule quality assurance with the centre that allows relevant monitoring activity to be undertaken at a rate and within timescales that meet, as far as possible, the centre's activity levels and commitments to learners, clients and regulatory or funding

bodies. If a centre does not advise the EQA of their forthcoming activity, and quality assurance activities cannot be planned in advance, there is a risk that EQA activities may be delayed, which can impact upon the timescales for issuing certificates.

External quality assurance activity may take place between visits to centres, either through remote sampling of learners' portfolios or other assessment records, and/or correspondence with centre personnel (e.g. to confirm completion of action points, circulate records of team meetings or standardisation activity, etc.). This type of activity will usually be agreed between the EQA and the centre, and/or the CABWI office.

Centres may wish to use e-portfolios in delivering the Level 2 Award in Working in Medium Risk Confined Spaces (Top Person) (Non-Entrant). In this instance, the centre's EQA will need access to the e-portfolio system in order to carry out regular monitoring activity.

Details of the fees that CABWI charges in relation to external quality assurance and qualifications activity are available via the CABWI office and to approved centres, via the members' area of the CABWI website.

Certification

The centre may apply for learner certification either on a unit-by-unit basis or when the learner has completed sufficient units for a full qualification. (Please ensure that certificates are claimed within 12 months of the final date of assessment for any unit, to confirm currency of competence.) Certificate claims must show the final date of assessment, assessor and IQA details for each unit, and copies of the current certificate claim documents will be supplied to all centres on approval and made available to approved centres via the CABWI website.

Self-certification ('direct claims') status

Self-certification status may be recommended by the EQA, when s/he is satisfied that the systems and processes for delivering the confined spaces certificate are robust and are operating in accordance with the scheme requirements. Self-certification status can be recommended for full qualifications or individual units, according to the centre's circumstances, and it will be granted only when the EQA has had chance to review the centre's systems in operation.

For new qualifications, this means that the EQA will normally undertake a quality assurance visit or other monitoring activity with the centre before recommending self-certification. Direct claims status is not granted automatically to centres that are already delivering previous utilities network qualifications, although experienced centres may be able to gain self-certification after the first one or two visits (subject to EQA approval). If a centre does not have self-certification status for the qualification or units being claimed, certificate requests are subject to EQA review.

Please be aware that, if a centre without self-certification status submits claims before the EQA has authorised them, the request will be referred to the EQA, which could delay certificate issue.

CABWI makes every effort to ensure that requests are processed as promptly as possible, but in the event that this occurs, further information or quality assurance may be required before the certificates can be issued. CABWI will advise the centre co-ordinator in this event.

Direct claims or self-certification status is kept under review by the awarding body, and can be suspended or withdrawn for a particular qualification, or suite of qualifications, in the event that issues are identified that may cause a risk to the centre's qualifications delivery.

4. CABWI LEVEL 2 AWARD IN WORKING IN MEDIUM RISK CONFINED SPACES (TOP PERSON) (NON-ENTRANT): UNIT REQUIREMENTS

Working in medium risk confined spaces (Top Person) (Non-Entrant) (Y/618/7789)

Level	2	CABWI Unit Ref	CS2MTP
Credit Value	2	Guided learning hours	15

Unit purpose and aim

The aim of this unit is to assess learners acting as the top man (person) in a realistic medium risk confined space environment. The learner will be able to:

- prepare to act as top man during a medium risk confined space operation
- oversee the entry and exist to the confined space
- use equipment and tools safely
- follow procedures and work safely
- deal with emergencies.

The learner must demonstrate sufficient knowledge and understanding of medium risk confined spaces, and must demonstrate the appropriate practical skills as a non-entrant, through a mix of practical observation and written assessment.

The unit is based on the National Occupational Standard EUSCS04 Control Entry and Arrangements for Confined Spaces developed by Energy and Utility Skills and approved in May 2020.

Learning Outcome 1: Prepare for a team to enter a medium risk confined space

Assessment criteria – *the learner can:*

- 1.1 check all team members have necessary **equipment including electrical equipment** which is in good order and ready for use before entering the work site
- 1.2 check that all relevant **authorisation and information** is in place before allowing entry to the confined space
- 1.3 confirm that all **communications systems** are set up, tested and working before allowing the team to enter the confined space
- 1.4 Ensure that the entry team understands the arrangements and procedures for working and emergencies prior to entering the confined space
- 1.5 Ensure that emergency **communication systems** and rescue equipment are available and fit for purpose before the team enters the confined space
- 1.6 Ensure that all work team members have, and wear the **specified PPE**, personal safety and emergency equipment before they enter the confined space

Learning Outcome 2: Ensure teams enter and exit confined spaces safely

Assessment criteria – *the learner can:*

- 2.1 Check the **environmental conditions** including ventilation are safe before the work team enters the confined space
- 2.2 check **access equipment** is safe
- 2.3 Ensure that work team members use access equipment as specified
- 2.4 Ensure that work team members enter and exit the space in line with **procedures** for working in a medium risk confined space
- 2.5 resolve any **problems** with entry or exit of the confined space with team members and other designated people without delay
- 2.6 oversee the recovery of tools and equipment from the site when work is completed
- 2.7 close down and make entry points safe at the end of work activity

Learning Outcome 3: Monitor teams working in medium risk confined spaces

Assessment criteria – *the learner can:*

- 3.1 maintain safety zones around work sites controlling access of people and vehicles around entry points
- 3.2 ensure that entry team members use monitoring equipment as specified
- 3.3 maintain communication with work team at all stages of the work as agreed and outlined in safe systems of work
- 3.4 monitor environmental readings on an ongoing basis and respond to information.
- 3.5 **Act without delay** to respond to remedy any unsafe activity or equipment using appropriate control measures

Learning Outcome 4: Deal with emergencies

Assessment criteria – the learner can:

- 4.1 start **emergency exit procedures** immediately a dangerous situation arises.
- 4.2 ensure team members make use of **appropriate RPE** (escape sets) where necessary following **procedures**
- 4.3 assist work team members to exit the confined space in line with safety procedures when incidents or emergencies arise
- 4.4 use established **communication** methods to deal with emergencies
- 4.5 record and report the emergency incident and its **circumstances**.
- 4.6 Hand over relevant information to emergency rescues teams in line with procedures
- 4.7 Record and report incidents and emergencies and their circumstances using the appropriate recording systems

Learning Outcome 5: understand safe working in medium risk confined spaces

Assessment criteria – the learner can:

- 5.1 describe responsibilities to comply with the main principles of health and safety and environmental legislation and regulations.
- 5.2 explain the approved codes of practice and guidance for working safely in confined spaces.
- 5.3 know what types of spaces could become confined due to the presence of a specified risk
- 5.4 define hazardous situations and different types and categories of hazards.
- 5.5 know how emergency situations can arise in a confined space.
- 5.6 know about manufacturers' instructions relating to the use of equipment and tools in a confined space
- 5.7 know the uses and limitations of escape sets
- 5.8 describe own role when working as part of a team and how to maintain safety when working as part of a team
- 5.9 know about the different roles and responsibilities for dealing with emergencies.
- 5.10 know how to deal with emergencies, incidents and near misses.
- 5.11 know how to assess and review risks and hazards
- 5.12 describe the hierarchy of control measures and how they can be used to minimise risks
describe the importance of vigilance to possible risks, hazards and changing conditions

Learning Outcome 6: understand how to minimise risks when working as a non-entrant for medium risk confined spaces

Assessment criteria – the learner can:

- 6.1 know how to identify different classifications of confined spaces
- 6.2 identify the hazards and substances associated with working in medium risk confined spaces
- 6.3 describe the responsibilities of the top person under legislation
- 6.4 understand how to carry out dynamic risk assessment of risks and hazards and record findings
- 6.5 know the procedures and methods of working suitable to medium risk environments and local conditions
- 6.6 know how to minimise the risks and hazards for the work to be carried out
- 6.7 state the advantages and disadvantages of ventilation systems in confined spaces.
- 6.8 understand how to reduce risk and injury
- 6.9 know methods of monitoring conditions and work activity

Learning Outcome 6: understand how to minimise risks when working as a non-entrant for medium risk confined spaces

- 6.10 understand communications methods and protocols for keeping in contact with others which are suitable for use in medium risk confined spaces including in emergency situations
- 6.11 know the importance of resolving problems when working in confined spaces without delay
- 6.12 know what information is relevant to pass on to rescue teams
- 6.13 understand how to follow manufacturers' instructions for using equipment and tools.
- 6.14 understand how to prepare and check equipment
- 6.15 understand how to ensure equipment and tools are fit-for-purpose and how to use them safely
- 6.16 know how to use and wear PPE
- 6.17 understand reporting systems for routine work activities and resolving problems
- 6.18 understand procedures for dealing with emergencies
- 6.19 define the reporting systems for emergency situations

Terms and Definitions

Some terms, used in the assessment criteria, cover a range of situations, as follows:

1. **Equipment including electrical equipment / equipment and tools** – the learner must prepare and check at least the following:
 - (a) portable gas monitor
 - (b) access equipment
 - (c) safety/rescue harness
 - (d) torch
 - (e) portable electric lamp
 - (f) communication devices
 - (g) appropriate RPE (escape sets) for escape purposes
 - (h) lifelines
 - (i) fall arrest equipment
 - (j) portable/fixed ventilation equipment
 - (k) portable lighting
 - (l) first aid equipment.
2. **Authorisation and information** – the learner must be given the opportunity to obtain authorisation and information to enter the confined space, in a realistic working environment. This can include, but is not limited to:
 - (a) job sheet
 - (b) generic risk assessment
 - (c) safe system of work
 - (d) isolation procedure (e.g. meters)
 - (e) emergency procedures
 - (f) hygiene procedures
 - (g) environmental protection procedures.
3. **Monitoring equipment** must include as a minimum:
 - (a) portable gas monitor.
4. **Communications systems** can include:
 - (a) mobile phone
 - (b) radio
 - (c) air horns
 - (d) chalk
 - (e) whistles
 - (f) associated organisational devised codes or signals.
5. **Team** – learners working as a top person for medium risk confined spaces will be part of a team. They need to show awareness of other team members and understand their own role and other roles within the team. Through the realistic working environment, the learners must be given the opportunity to show that they are interacting and confirming their understanding of their own and team members' roles prior to other team members entering the confined space.
6. **Environmental conditions** – the learner must be able to demonstrate during the assessment that they have considered the effects of the following and made the relevant checks:
 - (a) composition of the atmosphere
 - (b) oxygen deficiency
 - (c) flammable gas
 - (d) noxious gas
 - (e) types of monitoring equipment
 - (f) alarm levels.

Terms and Definitions

7. **Access equipment** must be appropriate to the setting, and may include:
 - (a) warning barriers
 - (b) warning signs
 - (c) metal or mesh inserts
 - (d) long/short handle manual lifting keys
 - (e) long handled lever types on castors
 - (f) fixed ladders
 - (g) hydraulic lifts
 - (h) approved manriding tripod and winch
 - (i) pulley system
 - (j) davit system
 - (k) other relevant systems.
8. **Problems** – the learner must be given the opportunity during the practical observation to show that they can resolve problems.
9. **Procedures** for entering and exiting medium risk confined spaces can include:
 - (a) safety awareness
 - (b) safe systems of work
 - (c) access equipment
 - (d) risk assessments
 - (e) atmospheric conditions.
10. **Procedures** relating to the use of RPE include:
 - (a) manufacturers' instructions
 - (b) organisational procedures
 - (c) appropriate settings for the use of escape breathing apparatus.
11. **Appropriate escape sets** – the learner must be able to confirm during the assessment why the RPE that they have selected is suitable for the job. The learner may refer in their answer to atmospheric conditions, potential hazards, or the confined space environment.
12. **Checks** carried out on equipment and tools include:
 - (a) no damage to equipment
 - (b) calibration dates
 - (c) pre-use checks (including self tests)
 - (d) conforms to manufacturers' instructions
 - (e) inspection/maintenance records.
13. **Personal protective equipment** includes:
 - (a) overalls
 - (b) gloves / gauntlets
 - (c) safety helmets
 - (d) footwear
 - (e) chemical suits (if appropriate to the assessment).
14. The learner must be given the opportunity during the observed assessment to show that they can resolve **problems**. This can be done using practical simulation.
15. The **specified method** will ensure that equipment and tools are:
 - (a) introduced into the confined space safely
 - (b) used without danger to individuals at work
 - (c) used without damage to the tools and equipment.

Terms and Definitions

16. **Methods of communication** may include:
- (a) written
 - (b) verbal
 - (c) signalling
 - (d) telephone
 - (e) radio
 - (f) mobile phone
 - (g) e-mail.
17. **Safe working procedures** may include:
- (a) risk assessments
 - (b) job sheets
 - (c) safe systems of work
 - (d) dynamic risk assessment.
18. **Manufacturers' instructions** – the learner must show during the assessment that they comply with manufacturer's instructions for using the gas monitor.
19. **Act immediately** – the learner must be given the opportunity during the practical assessment to show that they take the following action to resolve a problem that arises during the operation:
- (a) identify the problem
 - (b) implement suitable control measures where possible
 - (c) report the problem.
- The problems simulated may relate to breathing apparatus, ancillary equipment and conditions encountered within the confined space during the operation.*
20. **Monitor atmospheric conditions** – the learner must show during the assessment and without prompting by the assessor that they:
- (a) monitor atmospheric conditions in the confined space
 - (b) interpret and act upon information obtained from relevant monitor(s).
21. **Control measures** – the learner must be given the opportunity to show during the practical assessment that they can control risks. The evidence can be generated using a practical simulation, which may relate to the following types of hazards:
- (a) oxygen deficiency
 - (b) explosive atmospheres
 - (c) toxic atmospheres
 - (d) inrush of liquids/free flowing solids
 - (e) extremes of temperature
 - (f) diseases
 - (g) manual handling.
22. **Communication** – the learner must show during the assessment and without prompting by the assessor that they are aware of and communicating with other members of the team.
23. **Reports and documentation** – the learner must complete the reports and documentation that are relevant to their work activity (in line with organisational requirements) as part of the practical assessment.
24. **Emergency exit procedures** – during the practical assessment, the learner must be subjected to a simulated emergency so that the assessor can observe them following emergency exit procedures. (Please note: the emergency exit activity must be undertaken only after the learner has produced the evidence that they have resolved a problem while working in the confined space.) When the learner has exited the confined space safely in

Terms and Definitions

simulated emergency conditions, they will be deemed competent to do so under normal conditions.

25. The **circumstances** relating to the emergency that the learner records and reports must include:
- (a) date
 - (b) time
 - (c) location
 - (d) events leading to the emergency
 - (e) personnel involved in or affected by the emergency
 - (f) key instructions and messages received and given
 - (g) action taken
 - (h) arrival time for emergency services and other specialists.
26. **Emergency communications** may include:
- (a) whistles
 - (b) air horns
 - (c) radios
 - (d) telephones
 - (e) signals.
27. The learner will show that they are **vigilant to possible risks and hazards** by demonstrating the following behaviour during the practical assessment:
- (a) undertaking dynamic risk assessment throughout the exercise to identify risks and hazards
 - (b) responding to risks and hazards calmly while implementing appropriate control measures
 - (c) dealing promptly with emergencies in a calm and collected manner.
 - (d) conducting themselves safely throughout the practical exercise.

Assessment Requirements

The unit will be assessed using a knowledge assessment and a practical exercise, which must be delivered in controlled circumstances.

The knowledge assessment covers the requirements listed in Learning Outcomes 5 and 6, and will be undertaken using a multiple choice paper, which must be delivered in examination conditions.