

City & Guilds Level 2 Certificate of Competence in the Safe Use of Hand-held Hedge Cutters (0014-34)

Version 1.2 (March 2025)

Assessment Pack – Candidate Version

Version and date	Change detail	Section
1.0 February 2020	First version	
1.1 March 2020	Checklists moved to appendices	Appendices
	Introduction updated	Introduction
1.2 March 2025	Formatted	Throughout
	Unit Number amended	

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Introduction

This assessment relates to the unit in the Qualification handbook. The assessment can be achieved at pass only. If any task is not yet met the candidate is unsuccessful.

This assessment contains the following units and learning outcomes:

Unit 229 Prepare a hand-held hedge cutter for operation

1. Know the requirements of risk assessment, legislation and safety when preparing a hand-held hedge cutter
2. Carry out pre-start checks and maintain a hand-held hedge cutter

Unit 230 Operate a hand-held hedge cutter

1. Operate a hand-held hedge cutter

General guidance on the requirements for assessment can be found in the Assessor Guidance document available on the City & Guilds web site **www.nptc.org.uk**

The assessor must complete the Practical Table mark sheet for each candidate which should be kept by the assessor for a minimum period of twelve months.

This is not an open book assessment, however additional technical information may be sought from the relevant manufactures' operator manuals or any other appropriate training or safety publication.

Practical observation descriptor table

229 – Prepare a hand-held hedge cutter for operation

Activity number and description from check list		Assessment Criteria
1	Carry out a site specific hazard and risk assessment	<p>May include:</p> <ul style="list-style-type: none"> • slopes • ground conditions • contact with moving parts • manual handling • overhead obstructions • surface obstructions • people and/or animals • ditches/waterways • hot components • exhaust fumes • fuel and oil • bio hazards • dust/fungal spores • flying debris • operator over-reaching • contact with the cutters • insect bites/stings • fire
		<p>To include:</p> <ul style="list-style-type: none"> • evaluate risks • implement appropriate control measures • confirm that the condition of the site is acceptable • confirm who they would report to if the site condition is unsuitable
2	Describe the relevant health and safety legislation in relation to hand-held hedge cutter operations	<p>May include the following:</p> <ul style="list-style-type: none"> • Health and Safety at Work Etc. Act (HASAWA): <ul style="list-style-type: none"> ○ Duties imposed on the employer/employee/others • Provision and Use of Work Equipment Regulations (PUWER): <ul style="list-style-type: none"> ○ Machine must be suitable for the task ○ Machine must be properly maintained according to manufacturer's recommendations

		<ul style="list-style-type: none"> • Management of Health and Safety at Work Regulations (MHSWR): <ul style="list-style-type: none"> ○ Risk assessments must be completed and communicated to all relevant persons • Manual Handling Operations Regulations (MHOR): <ul style="list-style-type: none"> ○ Avoid manual handling where possible, use safe lifting techniques • Control of Substances Hazardous to Health (COSHH): <ul style="list-style-type: none"> ○ fuel handling and protection from contaminants • Personal Protective Equipment Regulations (PPE): <ul style="list-style-type: none"> ○ PPE must be provided, maintained and worn • The Control of Noise at Work Regulations: <ul style="list-style-type: none"> ○ Hearing protection must be used over 85 decibels (dB) • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR): <ul style="list-style-type: none"> ○ Certain categories of injuries must be reported • Wildlife and Countryside Act (WCA): <ul style="list-style-type: none"> ○ Operations must be carried out avoiding disturbance to wildlife • Health & Safety (First Aid) Regulations: <ul style="list-style-type: none"> ○ Need for an accident book and knowledge of where it is kept • The Control of Vibration at Work Regulations: <ul style="list-style-type: none"> ○ to reduce the risk to health from vibrations
3	Select the appropriate Personal Protective Equipment (PPE) for hand held hedge cutter operations	<p>May include (subject to risk assessment):</p> <ul style="list-style-type: none"> • eye protection • head protection • hearing protection • dust mask • hand protection • protective trousers • non-snag clothing • high visibility clothing

		<ul style="list-style-type: none"> • safety footwear
4	Explain the safety precautions when working with flammable liquids	May include: <ul style="list-style-type: none"> • Petrol • Battery
		May include: <ul style="list-style-type: none"> • no smoking/naked flames • allowing engine to cool before re-fuelling • avoiding contact with hot surfaces • fuel topped up to correct level • any spillage is dealt with using the correct method • be kept away from any sources of ignition
		May include: <ul style="list-style-type: none"> • container specifically designed for fuel storage • have a non-spill spout • be clearly labelled • have securely fitting caps • be kept away from any sources of ignition
5	Identify the safety features of the equipment being used	To include: <ul style="list-style-type: none"> • all moving and hot parts must be guarded • cutter guard to be fitted to the hedge cutter when not in use
		To include: <ul style="list-style-type: none"> • operator and bystander protection decals
6	Identify and explain the function of all controls	To include: <ul style="list-style-type: none"> • all controls applicable to the hand-held hedge cutter being used for the assessment
7	Carry out daily pre-use checks to the hedge cutter	May include: <ul style="list-style-type: none"> • all pre-use checks applicable to the hedge cutter being used for the assessment – as specified in the manual
8	Carry out routine maintenance procedures for the hedge cutter	Power unit and covers: <ul style="list-style-type: none"> • inspect for security and damage • external fixings present and secure • debris removed from fins/air intake • exhaust (muffler) is secure and intact
		Service air filter: <ul style="list-style-type: none"> • air filter prevents debris from entering the carburettor and

		<p>needs to be clean to maintain correct air/fuel ratio</p> <ul style="list-style-type: none"> • dust/debris removed from around filter prior to removal • filter removed (air intake protected) • filter cleaned or new filter obtained (as appropriate) • filter replaced and cover fitted
		<p>Service the spark plug:</p> <ul style="list-style-type: none"> • engine cover and spark plug removed • if fuel rich – deposits dark brown to black • if fuel weak – deposits light brown to white • plug cleaned appropriately • wear/damage assessed (replaced if necessary) or • gap size checked and set if necessary
		<p>Service a recoil mechanism:</p> <ul style="list-style-type: none"> • when the spring is slack the cord does not fully retract • over tight spring binds the cord before it can be fully extended • recognise wear points; at base of toggle and where attached to pulley • starter cover removed and ventilation slots cleaned • cord inspected for wear • cord and coil spring released and re-tensioned
		<p>To include:</p> <ul style="list-style-type: none"> • fuel cap to be removed • filter to be located and removed from tank using an appropriate tool • condition of the filter determined, replacement if necessary • cleaning procedures include using non-flammable detergents followed by rinsing and drying
		<p>To include:</p> <ul style="list-style-type: none"> • access plug(s) removed • lubricant checked • lubricant topped up (if required)
9	Explain how to mix the fuel or provide power to the hedge cutter	<p>To include:</p> <ul style="list-style-type: none"> • correct ratio stated for hedge cutter as recommended in

		<p>accordance with manufacturer's handbook/operators manual</p> <ul style="list-style-type: none"> • checking the fuel level • checking the oil level (if applicable) • fuelling the hedge cutter (if required) <p>To include:</p> <ul style="list-style-type: none"> • Isolate battery • Remove battery from machine • Correct charging unit selected • Charge battery to required level – indicating relevance of 'test' button (if fitted) • Refit battery to machine
10	Describe the procedures for maintaining the cutting blade of the hedge cutter	<p>To include:</p> <ul style="list-style-type: none"> • spray cutters with recommended cleaner (if applicable) <p>May include:</p> <ul style="list-style-type: none"> • removal of battery (if applicable) • gloves worn when handling blades • remove cutter guard • loosen and remove retaining nuts • remove blade assembly • check the blade for damage • secure the blade for filing/grinding (using a mini grinder is acceptable) • blade sharpened correctly • blades re-assembled, washers and lock nuts replaced/secured

230 – Operate a hand-held hedge cutter

Activity number and description from check list		Assessment Criteria
1	Start the hedge cutter safely and in accordance with manufacturer's guidance	<p>To include (as appropriate):</p> <ul style="list-style-type: none"> remove blade guard position hedge cutter securely for starting start hedge cutter safely check operation of the operator presence control(s) check controls are fully operational ensure cutters are stationary at idling speed adjust idling speed if required stop the hedge cutter and replace blade guard
2	Use the hedge cutter safely and in accordance with manufacturer's guidance	<p>To include (as appropriate):</p> <ul style="list-style-type: none"> hedge cutter moved to an appropriate start point hedge cutter started safely quality of work checked after the initial 'cuts' and adjustments made if necessary (e.g. cutter head angle) use appropriate cutting techniques for the site safe and efficient working practice maintained throughout the operation hedge cutter stopped and guard replaced
3	Clear site of cuttings and dispose of in an environmentally appropriate manner	<p>May include:</p> <ul style="list-style-type: none"> cuttings cleared from the hedge cuttings removed from site according to job specification, legislation and environmental good practice cuttings composted on site (if applicable) site left in a clean and tidy condition
4	Clean, store and transport equipment appropriately and in accordance with manufacturer's guidelines	<p>May include, to:</p> <ul style="list-style-type: none"> prevent corrosion facilitate maintenance and adjustments prevent personal contamination
		<p>May include:</p> <ul style="list-style-type: none"> using appropriate PPE removing unwanted residues using an appropriate method(s), which may include: <ul style="list-style-type: none"> compressed air resin solvent brush
		<p>May include:</p> <ul style="list-style-type: none"> hedge cutter inspected to establish if there are any missing, damaged or worn components

		<ul style="list-style-type: none"> ensures that defects can be rectified before hedge cutter is required again for use
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Appendix 1 Practical tables

229 – Prepare a hand-held hedge cutter for operation

All criteria must be achieved.

Activity number and description		Achieved
1. Carry out a site specific hazard and risk assessment		
2. Describe the relevant health and safety legislation in relation to hand-held hedge cutter operations		
3. Select the appropriate Personal Protective Equipment (PPE) for hand held hedge cutter operations		
4. Explain the safety precautions when working with flammable liquids		
5. Identify the safety features of the equipment being used		
6. Identify and explain the function of all controls		
7. Carry out daily pre-use checks to the hedge cutter		
8. Carry out routine maintenance procedures for the hedge cutter		
9. Explain how to fuel or provide power to the hedge cutter		
10. Describe the procedures for maintaining the cutting blade of the hedge cutter		
Grade (P/X)		
Candidate signature and date		
Assessor signature and date		
Assessor Feedback:		

230 – Operate a hand-held hedge cutter

All criteria must be achieved.

Activity number and description		Achieved
1. Start the hedge cutter safely and in accordance with manufacturer's guidance		
2. Use the hedge cutter safely and in accordance with manufacturer's guidance		
3. Clear site of cuttings and dispose of in an environmentally appropriate manner		
4. Clean, store and transport equipment appropriately and in accordance with manufacturer's guidelines		
Grade (P/X)		
Candidate signature and date		
Assessor signature and date		
Assessor Feedback:		

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 **www.cityandguilds.com** or click on the links below:

Centre handbook: quality assurance standards

This document is for all approved centres and provides guidance to support their delivery of our qualifications. It includes information on

- centre quality assurance criteria and monitoring activities
- administration and assessment systems
- centre-facing support teams at City & Guilds/ILM
- centre quality assurance roles and responsibilities.

The Centre Handbook should be used to ensure compliance with the terms and conditions of the Centre Contract.

Centre assessment: quality assurance standards

This document sets out the minimum common quality assurance requirements for our regulated and non-regulated qualifications that feature centre assessed components. Specific guidance will also be included in relevant qualification handbooks and/or assessment documentation.

It incorporates our expectations for centre internal quality assurance and the external quality assurance methods we use to ensure that assessment standards are met and upheld. It also details the range of sanctions that may be put in place when centres do not comply with our requirements, or actions that will be taken to align centre marking/assessment to required standards. Additionally, it provides detailed guidance on the secure and valid administration of centre-assessments.

Access arrangements: when and how applications need to be made to City & Guilds

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 document library** also contains useful information on such things as:

- conducting examinations
- registering learners
- appeals and malpractice.

Useful contacts

Please visit the Contact Us section of the City & Guilds website, **Contact us**.

City & Guilds

For over 140 years, we have worked with people, organisations and economies to help them identify and develop the skills they need to thrive. We understand the life-changing link between skills development, social mobility, prosperity and success. Everything we do is focused on developing and delivering high-quality training, qualifications, assessments and credentials that lead to jobs and meet the changing needs of industry.

We partner with our customers to deliver work-based learning programmes that build competency to support better prospects for people, organisations and wider society. We create flexible learning pathways that support lifelong employability because we believe that people deserve the opportunity to (re)train and (re)learn again and again – gaining new skills at every stage of life, regardless of where they start.

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