

# **City & Guilds NPTC Level 2 Award in the Safe Use of Shredders in Amenity Operations (0014-40)**

Version 1.1 (March 2025)

**Assessment Pack – Candidate Version**

Version and date	Change detail	Section
1.0	First version	
1.1 March 2025	Formatted Unit Numbers amended	Throughout

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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 has the following units and learning outcomes:

**Unit 252** Use and maintain chippers and/or shredders

1. Be able to use and maintain chippers and/or shredders
2. Be able to work safely and minimise environmental damage
3. Know how to use and maintain chippers and / or shredders
4. Know the current health and safety legislation and environmental good practice

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](http://www.nptc.org.uk)**

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

## Practical observation descriptor table

### 252 – Use and maintain chippers and/or shredders

Activity number and description from check list		Criteria
1.1	Make sure that the shredder is in safe and good working order	<p>These include:</p> <ul style="list-style-type: none"> <li>• all guards are in place and secure</li> <li>• warning signs are visible</li> <li>• stop switch(s)/cut out device(s) are operational</li> <li>• any other operation protection devices are operational</li> <li>• feed and discharge chutes are secure and in good repair</li> <li>• controls are checked for function</li> <li>• any brakes, chocks, stabilisers or other security devices are checked</li> <li>• inspecting the machine for signs of damage</li> <li>• inspecting the machine for loose components, nut and bolts</li> </ul>
1.2	Select and use the correct Personal Protective Clothing and Equipment	<p>The candidate:</p> <ul style="list-style-type: none"> <li>• selected the correct PPE for all activities</li> <li>• wore the correct PPE for all activities</li> </ul>
1.3	Set up and use the shredder in accordance with the manufacturer's instructions and legal requirements	<p>May include:</p> <ul style="list-style-type: none"> <li>• maintaining good visibility when reversing/turning</li> <li>• ensuring machine does not tip over when moving across slopes</li> </ul> <p>Moved in a safe manner:</p> <ul style="list-style-type: none"> <li>• controls used appropriately on self-propelled machines</li> <li>• machine moved under control</li> <li>• tractor or prime mover operated correctly to move machine</li> <li>• trailed machine manoeuvred safely</li> <li>• obstacles avoided</li> <li>• slopes negotiated safely</li> </ul> <p>These may include:</p> <ul style="list-style-type: none"> <li>• ensure hydraulic fluid is at operating temperature before attempting manoeuvres</li> <li>• ensure ramps can support weight of machine</li> <li>• avoid turning on ramps</li> <li>• avoid turning on slopes</li> </ul>

		<ul style="list-style-type: none"> <li>operator must be on higher side when ascending or descending slopes</li> <li>additional care must be taken when climbing over obstacles</li> <li>chocks to be placed under tracks if stopped on a steep slope</li> </ul>
		<p>Trailed machines:</p> <ul style="list-style-type: none"> <li>jockey wheel lowered or hitch on the vehicle checked for security</li> <li>brakes, chocks, stabilisers applied as appropriate</li> <li>turntable (if fitted) locked in position</li> </ul> <p>Mounted machines (Three Point linkage):</p> <ul style="list-style-type: none"> <li>correctly attached via linkage arms and top link</li> <li>machine aligned correctly</li> <li>Lynch pins secure</li> <li>Stabilisers/check chains in place and secure</li> <li>PTO shaft secure, guards in place</li> </ul> <p>Tracked machines:</p> <ul style="list-style-type: none"> <li>tracks, rollers and sprockets are intact, tensioned and aligned correctly</li> <li>hydraulic levelling/widening is employed (as appropriate)</li> </ul>
		<p>Checked that:</p> <ul style="list-style-type: none"> <li>machine is stable</li> <li>machine is positioned at an appropriate distance from hazards</li> <li>feed chute is correctly set</li> <li>discharge chute is correctly set</li> <li>discharge chute is not obstructed</li> </ul>
		<p>The following were checked (as appropriate to the machine):</p> <ul style="list-style-type: none"> <li>safe starting location selected</li> <li>bystanders at a safe distance</li> <li>visual checks completed</li> <li>machine started in accordance with manufacturer's instructions</li> <li>throttle adjusted to achieve working speed</li> <li>operator protection mechanism checked for correct operation</li> <li>emergency stop control checked for operation</li> <li>shredder stopped; key removed (if applicable)</li> </ul>
1.4	Maintain shredder in accordance with manufacturer's instructions	<p>These include to:</p> <ul style="list-style-type: none"> <li>prevent corrosion</li> <li>facilitate maintenance and adjustments</li> <li>to prevent the build-up of debris, which could catch fire</li> <li>prevent debris being deposited during transport</li> </ul>

		<p>Remove unwanted debris using any suitable methods which may include:</p> <ul style="list-style-type: none"> <li>• a blower</li> <li>• the use of an airline and compressed air</li> <li>• water</li> <li>• brush</li> <li>• all waste material was disposed of in line with legal requirements, Codes of Practice and organisational requirements</li> </ul>
		<p>Reasons for inspecting the shredder after use include:</p> <ul style="list-style-type: none"> <li>• to establish if there are any missing components</li> <li>• to establish if there is any wear or damage to the machine</li> <li>• to notify an appropriate person that the machine is defective</li> <li>• to enable defects to be rectified before it is next used</li> <li>• so that operators can be informed that the machine is not fit for use</li> </ul>
1.5	Identify any problems with the shredder and take the correct action	<p>The candidate:</p> <ul style="list-style-type: none"> <li>• identified a problem with the shredder and took appropriate action</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• The candidate answered the question correctly</li> </ul>
1.6	Clean and store the equipment correctly after use	<ul style="list-style-type: none"> <li>• the machine stored in an appropriate place after use</li> </ul> <p>May include, to:</p> <ul style="list-style-type: none"> <li>• prevent corrosion</li> <li>• facilitate maintenance and adjustments</li> <li>• prevent personal contamination</li> </ul> <p>May include:</p> <ul style="list-style-type: none"> <li>• using appropriate PPE</li> <li>• removing unwanted residues using an appropriate method, which may include: <ul style="list-style-type: none"> <li>• compressed air</li> <li>• hose and water</li> <li>• brush</li> </ul> </li> <li>• waste disposed of in line with company policy, environmental good practice and any legislative requirements</li> </ul>
2.1	Work in a way which maintains Health and Safety and is consistent with current legislation, Codes of Practice and any additional requirements	<p>These may include:</p> <ul style="list-style-type: none"> <li>• authorities informed before work commences</li> <li>• warning signs erected</li> <li>• high visibility clothing worn by operators</li> <li>• exclusion zone set up</li> <li>• other member of staff posted to keep bystanders at safe distance</li> </ul> <p>This may include:</p> <ul style="list-style-type: none"> <li>• avoid operation in enclosed spaces</li> </ul>

	<ul style="list-style-type: none"> <li>• operators to wear suitable ear protection</li> <li>• rotation of operators</li> <li>• avoid working in front of input chute</li> <li>• have an adequate exclusion zone for bystanders/ members of the public</li> </ul>
	<p>This includes:</p> <ul style="list-style-type: none"> <li>• reducing material to manageable proportions</li> <li>• using correct manual handling techniques</li> <li>• ensuring that material does not contain foreign objects</li> <li>• not placing hand or feet into the input chute</li> </ul>
	<p>This may include:</p> <ul style="list-style-type: none"> <li>• contaminated material (human/animal waste, needles, litter and other debris) – do not process, additional precautions may need to be taken according to Risk Assessment</li> <li>• brittle material shattering – wear suitable PPE to avoid injury</li> <li>• bent/twisted material can move violently – be aware and take additional care</li> <li>• material can catch on clothing dragging the operator or causing injury – be aware of the additional hazards, take greater care when handling</li> <li>• dry decomposing material may produce dust or fungal spores – wear dust mask or breathing protection</li> <li>• thorny material may cause puncture injuries – wear additional heavy duty hand arm and face protection</li> <li>• toxic or irritant plant saps may cause blistering of skin or irritation – ensure all part of the body are covered by work clothing, gloves and face/eye protection are worn</li> </ul>
	<p>The candidate worked in a way which:</p> <ul style="list-style-type: none"> <li>• maintained the Candidates Health and Safety and that of others</li> <li>• complied with current legislation</li> <li>• complied with current Codes of Practice and any other additional requirements</li> </ul> <p>In addition:</p> <ul style="list-style-type: none"> <li>• feeding area was kept clear of other persons</li> <li>• engine speed was maintained at the optimum</li> <li>• operator stood at one side when feeding the machine</li> <li>• no part of the body entered the machine at any time</li> <li>• a push stick was used only when appropriate</li> <li>• the machine was stopped safely</li> <li>• blockages cleared only when all moving parts were stationary, and it was safe to do so</li> </ul>
	<p>The candidate:</p> <ul style="list-style-type: none"> <li>• left the site clean and tidy</li> </ul> <p>Or</p>



		<ul style="list-style-type: none"> <li>as specified by the Assessor</li> </ul>
2.2	Carry out work in a manner which minimises environmental damage	Environmental considerations may include: <ul style="list-style-type: none"> <li>a fire hazard from piles of shredded material</li> <li>blocking of drains and water courses from inappropriate discharge</li> <li>inappropriate discharge against fences and hedges</li> <li>inappropriate discharge over plants and against trees</li> </ul>
		The candidate: <ul style="list-style-type: none"> <li>carried out all work in a manner which minimised environmental damage</li> </ul>
2.3	Dispose of waste safely and correctly	Waste disposed of: <ul style="list-style-type: none"> <li>safely</li> <li>correctly, in line with legal and organisational requirements</li> </ul>
3.1	List the main hazards and risks associated with using the shredder and action to be taken	Risks identified and control measures: <ol style="list-style-type: none"> <li></li> <li></li> <li></li> <li></li> <li></li> </ol>
		This may include: <ul style="list-style-type: none"> <li>no smoking/naked flames</li> <li>allowing machines engine to cool before re-fuelling</li> <li>avoiding contact with hot surfaces</li> <li>fuel topped up to correct level allowing for expansion</li> <li>any spillage is dealt with using the correct method</li> </ul>
3.2	Explain the importance of operating equipment in line with manufacturer's instructions	Explanations may include: <ul style="list-style-type: none"> <li>to ensure personal safety and that of others who may be present</li> <li>to maintain optimum performance of the shredder</li> <li>to ensure that the shredder is not damaged from inappropriate use</li> <li>to reduce the need for expensive repairs</li> <li>to prolong the serviceable life of the machine</li> </ul>
3.3	Describe methods for preparing and maintaining the equipment for use	Candidate described: <ul style="list-style-type: none"> <li>correct pre-use checks</li> <li>correct start-up procedure</li> <li>use appropriate work method</li> <li>correct stopping procedure</li> <li>correct post-use maintenance</li> <li>reporting problems to the appropriate person</li> </ul>
3.4	Describe the types of problems that may occur with the equipment and describe how to deal	These may include: <ul style="list-style-type: none"> <li>A blocked input chute – turn off the machine, make safe and remove the blockage</li> <li>A blocked discharge chute – turn off the machine, make safe and remove the blockage</li> </ul>

	with each of these correctly	<ul style="list-style-type: none"> <li>Loose mountings, bolts or nuts – make the machine safe and re-tighten (if within the scope of the operator's responsibility)</li> <li>Damage from metal, stones or hard objects entering the shredder – stop the machine and report the problem to a supervisor</li> </ul>
<b>3.5</b>	Describe types of protective clothing and explain why it must be worn	<p>PPE required may include:</p> <ul style="list-style-type: none"> <li>safety boots – provide grip, protect feet from crush injuries and puncture wounds</li> <li>non snag clothing – keeps the operator clean, keeps the operator safe</li> <li>ear protection – protects hearing</li> <li>eye protection – protects eyes from possible injury from flying debris, puncture wounds</li> <li>dust mask – protect the operator from dust, potential harmful fungal spores from decaying plant material</li> <li>suitable gloves – protects hands from injuries, cuts, abrasions and puncture wounds</li> <li>safety helmet – protects head from injury</li> <li>high visibility clothing – to warn bystanders/public of the presence of operators</li> <li>other PPE specified in manufactures handbook or risk assessment</li> </ul>
<b>4.1</b>	Outline the current Health and Safety legislation, Codes of Practice and any additional requirements	<p>May include the following:</p> <ul style="list-style-type: none"> <li>The Health &amp; Safety at Work Act 1974 – specified duties under the act as an employee</li> <li>The Management of Health and Safety at Work Regulations 1999 – a risk assessment must be carried for all activities</li> <li>Personal Protective Equipment Regulations 1992 – PPE must be supplied and worn</li> <li>Manual Handling Operations Regulations 1992 – not to manually handle, use safe lifting techniques</li> <li>Provision and Use of Work Equipment Regulations (PUWER) 1998 – requires that regular checks are made</li> <li>Noise at Work Regulations 2005 – hearing protection must be worn over 85db</li> </ul>
<b>4.2</b>	Describe how environmental damage can be minimised	<p>May include:</p> <ul style="list-style-type: none"> <li>use of bio fuel/oils</li> <li>using a spill kit to deal with any accidental spillage</li> <li>carrying out clearance with consideration to the needs of wildlife</li> <li>composting of arisings on site</li> </ul>

## Appendix 1 Practical tables

### 252 – Use and maintain chippers and/or shredders

Candidates are **not** permitted to use the checklist to work from when completing the practical tasks but may familiarise themselves with it prior to the observation. **All** criteria must be achieved.

Activity number and description		Achieved
1.1	Make sure that the shredder is in safe and good working order	
1.2	Select and use the correct Personal Protective Clothing and Equipment	
1.3	Set up and use the shredder in accordance with the manufacturer's instructions and legal requirements	
1.4	Maintain shredder in accordance with manufacturer's instructions	
1.5	Identify any problems with the shredder and take the correct action	
1.6	Clean and store the equipment correctly after use	
2.1	Work in a way which maintains Health and Safety and is consistent with current legislation, Codes of Practice and any additional requirements	
2.2	Carry out work in a manner which minimises environmental damage	
2.3	Dispose of waste safely and correctly	
3.1	List the main hazards and risks associated with using the shredder and action to be taken	
3.2	Explain the importance of operating equipment in line with manufacturer's instructions	
3.3	Describe methods for preparing and maintaining the equipment for use	
3.4	Describe the types of problems that may occur with the equipment and describe how to deal with each of these correctly	
3.5	Describe types of protective clothing and explain why it must be worn	
4.1	Outline the current Health and Safety legislation, Codes of Practice and any additional requirements	
4.2	Describe how environmental damage can be minimised	
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**.

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City & Guilds  
Giltspur House  
5–6 Giltspur Street  
London  
EC1A 9DE

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