# Unit 215 Clearing the site and handing over on completion in the workplace

12 credits

**Level:** 2
**UAN:** R/600/8052

**Unit aim:**
This unit aims to provide you with the necessary skills and knowledge to:

- interpret information
- adopt safe and healthy working practices
- select materials, components and equipment
- provide appropriate information for the client, customer or their representative.

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
PS – Product supplementary PD – Professional discussion

**Assessment criteria that are practical activities are highlighted in bold.**

| 1. Interpret the given information relating to the work and resources when clearing the site and handing over on completion. | | | | | | | |
|---|---|---|---|---|---|---|---|
| You must be able to: | *PER | SO | OQ | WQ | WT | PS | PD |
| 1.1 **interpret and extract information from:** | | | | | | | |
| a. **drawings** | | | | | | | |
| b. **specifications** | | | | | | | |
| c. **schedules** | | | | | | | |
| d. **manufacturers' information** | | | | | | | |
| 1.2 **comply with information and/or instructions derived from risk assessments and method statement** | | | | | | | |
| 1.3 state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented | | | | | | | |

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| 1.4 describe different types of information, their source and how they are interpreted in relation to: | | | | | | | |
| a. drawings | | | | | | | |
| b. specifications | | | | | | | |
| c. method statements | | | | | | | |
| d. schedules | | | | | | | |
| e. manufacturers' information. | | | | | | | |

| 2. Know how to comply with relevant legislation and official guidance when clearing the site and handing over on completion. | | | | | | | |
|---|---|---|---|---|---|---|---|
| You must be able to: | *PER | SO | OQ | WQ | WT | PS | PD |
| 2.1 describe your responsibilities under current legislation and official guidance whilst working: | | | | | | | |
| a. in the workplace | | | | | | | |
| b. below ground level | | | | | | | |
| c. in confined spaces | | | | | | | |
| d. at height | | | | | | | |
| e. with tools and equipment | | | | | | | |
| f. with materials and substances | | | | | | | |
| g. with movement and storage of materials | | | | | | | |
| h. by manual handling and mechanical lifting | | | | | | | |
| 2.2 describe the organisational security procedures for tools, equipment and personal belongings, in relation to:: | | | | | | | |
| a. site | | | | | | | |
| b. workplace | | | | | | | |
| c. company | | | | | | | |
| d. operative | | | | | | | |
| 2.3 state what the accident reporting procedures are and who is responsible for making reports. | | | | | | | |

| 3. Maintain safe working practices when clearing the site and handing over on completion. | | | | | | | |
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| You must be able to: | *PER | SO | OQ | WQ | WT | PS | PD |
| 3.1 **use Personal Protective Equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when clearing the site and handing over on completion** | | | | | | | |
| 3.2 explain why and when Personal Protective Equipment (PPE) should be used, relating to clearing the site and handing over on completion, and the: | | | | | | | |
| a. types | | | | | | | |
| b. purpose | | | | | | | |
| c. limitations of each type | | | | | | | |
| 3.3 state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with: | | | | | | | |
| a. fires | | | | | | | |
| b. spillages | | | | | | | |
| c. injuries | | | | | | | |
| d. other task-related hazards. | | | | | | | |

| 4. Select the required quantity and quality of resources for the methods of work to clear the site and hand over on completion. | | | | | | | |
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| You must be able to: | *PER | SO | OQ | WQ | WT | PS | PD |
| 4.1 describe the: | | | | | | | |
| a. characteristics | | | | | | | |
| b. quality | | | | | | | |
| c. uses | | | | | | | |
| d. limitations | | | | | | | |
| e. defects<br>associated with the resources in relation to hand and powered tools and equipment | | | | | | | |

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| 4.2 **select resources associated with own work in relation to:** | | | | | | | |
| a. materials | | | | | | | |
| b. components | | | | | | | |
| c. fixings | | | | | | | |
| d. tools | | | | | | | |
| e. equipment | | | | | | | |
| 4.3 state how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used | | | | | | | |
| 4.4 outline potential hazards associated with the resources and method of work. | | | | | | | |

| 5. Minimise the risk of damage to the work and surrounding area when clearing the site and handing over on completion. | | | | | | | |
|---|---|---|---|---|---|---|---|
| You must be able to: | *PER | SO | OQ | WQ | WT | PS | PD |
| 5.1 **protect the work and its surrounding area from damage** | | | | | | | |
| 5.2 **minimise damage and maintain a clean work space** | | | | | | | |
| 5.3 describe how to protect work from damage and the purpose of protection in relation to: | | | | | | | |
| a. general workplace activities | | | | | | | |
| b. other occupations | | | | | | | |
| c. adverse weather conditions | | | | | | | |
| 5.4 **dispose of waste in accordance with legislation** | | | | | | | |
| 5.5 state why the disposal of waste should be carried out in relation to the work. | | | | | | | |

| 6. Complete the work within the allocated time when clearing the site and handing over on completion. | | | | | | | |
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| You must be able to: | *PER | SO | OQ | WQ | WT | PS | PD |
| 6.1 **demonstrate completion of the work within the allocated time** | | | | | | | |
| 6.2 state the purpose of the work programme and explain why deadlines should be kept in relation to: | | | | | | | |
| a. types of progress charts, timetables and estimated times | | | | | | | |
| b. organisational procedures for reporting circumstances which will affect the work programme. | | | | | | | |

| 7. Comply with the given contract information to clear the site and hand over on completion to the required specification. | | | | | | | |
|---|---|---|---|---|---|---|---|
| You must be able to: | *PER | SO | OQ | WQ | WT | PS | PD |
| 7.1 **demonstrate the following work skills when clearing the site and handing over on completion:** | | | | | | | |
| a. **finishing** | | | | | | | |
| b. **positioning** | | | | | | | |
| c. **dismantling** | | | | | | | |
| d. **clearing** | | | | | | | |
| e. **cleaning** | | | | | | | |
| f. **tidying** | | | | | | | |
| g. **securing** | | | | | | | |
| 7.2 **complete the task and hand the site over, in accordance with given working instructions, ensuring:** | | | | | | | |
| a. **excess materials are removed** | | | | | | | |
| b. **the quality of the finished task matches the given specification** | | | | | | | |
| c. **the client, customer or their representative is provided with relevant information and advice** | | | | | | | |
| d. **the clients, customer or their representative accepts the condition of the completed task and site.** | | | | | | | |

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| 7.3 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: | | | | | | | |
| a. identify required finish quality | | | | | | | |
| b. remove and dispose of hazardous waste | | | | | | | |
| c. identify information that will be required by the client, customer or their representative | | | | | | | |
| d. remove excess materials | | | | | | | |
| e. clean and clear the task and surrounding area | | | | | | | |
| f. complete records as appropriate | | | | | | | |
| g. use hand tools, power tools and equipment | | | | | | | |
| h. work at height | | | | | | | |
| i. use access equipment | | | | | | | |
| 7.4 **safely use and store:** | | | | | | | |
| a. **materials** | | | | | | | |
| b. **hand tools** | | | | | | | |
| c. **portable power tools** | | | | | | | |
| d. **ancillary equipment** | | | | | | | |
| 7.5 state the needs of other occupations and how to communicate within a team when clearing the site and handing over on completion | | | | | | | |
| 7.6 describe how to maintain the tools and equipment used when clearing the site and handing over on completion. | | | | | | | |

# Unit 215 Clearing the site and handing over on completion in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

| | |
|---|---|
| **Candidate name:** | |
| **Candidate signature:** | |
| **Date:** | |

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

| | |
|---|---|
| **Assessor name:** | |
| **Assessor signature:** | |
| **Date:** | |

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|---|---|
| **IQA name:** | |
| **IQA signature:** | |
| **Date:** | |