Unit 831 Clearing the site and handing over on completion in the workplace

12 credits

Level: 2
UAN: M/505/0217

*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 relevant information from:**							
a. **drawings**							
b. **specifications**							
c. **schedules**							
d. **method statements**							
e. **risk assessments**							
f. **manufacturers' information**							
1.2 **comply with information and/or instructions derived from risk assessments and method statements**							
1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented							

1.4 describe different types of information, their source and how they are interpreted in relation to:							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. risk assessments							
f. 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 regarding potential accidents and health hazards, whilst working:							
a. in the workplace							
b. below ground level							
c. at height							
d. in confined spaces							
e. with tools and equipment							
f. with materials and substances							
g. with movement/storage of materials 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 explain 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.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 **use health and safety control equipment and access equipment (if applicable) safely to carry out the activity in accordance with current legislation and organisational requirements when clearing the site and handing over on completion**							
3.2 **comply with information relating to specific risks to health when clearing the site and handing over on completion**							
3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to clearing the site and handing over on completion, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
a. collective protective measures							
b. Personal Protective Equipment (PPE)							
c. Respiratory Protective Equipment (RPE)							
d. Local Exhaust Ventilation (LEV)							
3.4 describe how the relevant health and safety control equipment should be used in accordance with the given instructions							
3.5 describe 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.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 **select resources associated with own work in relation to:**							
a. **materials**							
b. **components**							
c. **fixings**							
d. **tools**							
e. **equipment**							
4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:							
a. fittings and fixings							
b. hand and/or portable powered tools and equipment							
4.3 describe how the resources should be used correctly and how problems associated with the resources are reported							
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources							
4.5 describe any 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 in accordance with safe working practices and organisational procedures**							
5.2 **minimise damage and maintain a clean work space**							
5.3 **dispose of waste in accordance with legislation**							
5.4 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							
5.5 explain why the disposal of waste should be carried out safely in accordance with:							
a. environmental responsibilities							
b. organisational procedures							
c. manufacturers' information							
d. statutory regulations							
e. official guidance.							

6. Complete the work within the allocated time when clearing the site and handing over on completion.							
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 describe 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 to given working instructions, ensuring the following:**							
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**							
e. **records, reports and documentation are completed and registered**							
7.3 **safely use:**							
a. **materials**							
b. **hand tools**							
c. **portable power tools**							
d. **ancillary equipment**							

7.4 **safely store the:**							
a. **materials**							
b. **tools**							
c. **equipment**							
used when clearing the site and handing over on completion							
7.5 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 and non–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. secure site or work area							
g. recognise and determine when specific skills and knowledge are require and report accordingly							
7.6 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. make recommendations for specialist intervention							
b. work on buildings of historical significance							
c. complete:							
i. records							
ii. reports and documentation							
iii. work sheets							
iv. guarantees							
v. warranties							
vi. customer service information							
d. register documentation							

e. use hand tools, portable power tools and equipment							
f. work at height							
g. use access equipment							
7.7 describe the needs of other occupations and how to effectively communicate within a team when clearing the site and handing over on completion							
7.8 describe how to maintain the tools and equipment used when clearing the site and handing over on completion.							

Unit 831 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:	

IQA name:	
IQA signature:	
Date:	