

729 Planning the preparation of the site for the project in the workplace

<b>Level:</b>	7
<b>Value for TQT:</b>	160
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>
1 Assemble and review information used in the preparation of the project plan, clarify information which is not clear and update it for production planning purposes.	1.1 Maintain, verify, update and record the project plan using at least four of the following types of information: <ul style="list-style-type: none"> <li>– survey reports</li> <li>– design information</li> <li>– contractual information</li> <li>– statutory consents</li> <li>– contracts pre-planning information</li> <li>– health, safety and environmental plans</li> <li>– risk assessments and method statements</li> <li>– programmes and schedules</li> <li>– team competency</li> <li>– sub-contractor arrangements and attendance.</li> </ul>
	1.2 Clarify and verify information which is not clear and update it for production planning purposes
	1.3 Describe different ways of assembling information needed for the preparation of the project plan.
	1.4 Explain techniques that can be used to clarify project information that is not clear.
	1.5 Explain the procedures that can be implemented that keeps project information up to date.
	1.6 Give reasons why information should be assembled, clarified and kept up to date, and explain the possible consequences if this is not undertaken.

<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>
2 Identify factors for consideration, record them and distribute them to people who may be affected.	2.1 Identify and record planning information in which at least four of the following factors have been considered: <ul style="list-style-type: none"> <li>– occupiers</li> <li>– near neighbours</li> <li>– public access</li> <li>– site conditions</li> <li>– environment considerations</li> <li>– vehicular access and egress</li> <li>– security and trespass</li> <li>– public utilities</li> <li>– heritage issues</li> <li>– archaeological</li> <li>– sustainability</li> <li>– temporary works.</li> </ul>
	2.2 Distribute relevant preparation information to those needing that information.
	2.3 Explain how the following relevant factors for consideration should be identified and recorded when planning: <ul style="list-style-type: none"> <li>– occupiers</li> <li>– near neighbours</li> <li>– public access</li> <li>– site conditions</li> <li>– environment considerations</li> <li>– vehicular access and egress</li> <li>– security and trespass</li> <li>– public utilities</li> <li>– the potential risks of works impacting on the cultural significance of the historic environment</li> <li>– the specific requirements for buildings and structures of traditional (pre 1919) construction or of architectural, historical or archaeological significance</li> <li>– sustainability</li> <li>– temporary works.</li> </ul>
	2.4 Explain different ways of passing on records of factors considered to people who will be affected.
	2.5 Give reasons why it is important to pass on considered and recorded factors to those people affected and explain possible consequences should this not be done.

<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>
3 Plan for traffic management, identifying access and egress points for the site and works which are safe, convenient and which minimise disruption.	3.1 Plan traffic management systems that include chosen and agreed site and work access and egress points.
	3.2 Explain ways of identifying access and egress points for the site and works which are the most convenient for works traffic and which minimise disruption in relation to: <ul style="list-style-type: none"> <li>– current organisational requirements</li> <li>– local traffic</li> <li>– access and egress control</li> <li>– security</li> <li>– parking</li> <li>– visitors</li> <li>– site induction</li> <li>– occupiers</li> <li>– near neighbours</li> <li>– traffic management</li> </ul>
	3.3 Explain how to prepare a traffic management plan.
4 Organise the resources required for the preparation of site operations.	4.1 Assign at least four of the following resources in order to prepare sites or activities: <ul style="list-style-type: none"> <li>– people</li> <li>– plant, equipment or machinery</li> <li>– materials and components</li> <li>– sub-contractors</li> <li>– information</li> <li>– work area and facilities</li> <li>– waste management</li> <li>– utility providers.</li> </ul>
	4.2 Explain how resources for sites or activities should be organised.
	4.3 Explain how to organise and assign the following resources for site preparation: <ul style="list-style-type: none"> <li>– people</li> <li>– plant, equipment or machinery</li> <li>– materials and components</li> <li>– sub-contractors</li> <li>– information</li> <li>– work area and facilities</li> <li>– waste management</li> <li>– utility providers</li> </ul>
	4.4 Explain how resources used in site preparation can be utilised for project work or tasks.

<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>
5 Give accurate details about the proposed work to the utility and emergency services.	5.1 Collate and record information that relates to site access and egress, layout, evacuation and hazards.
	5.2 Communicate information about the proposed works site access and egress, layout, evacuation and hazards to the relevant utility and emergency services.
	5.3 Describe how to give details about the following proposed works to utility and emergency services: <ul style="list-style-type: none"> <li>– new build</li> <li>– infrastructure</li> <li>– demolition</li> <li>– extension</li> <li>– alteration</li> <li>– refurbishment</li> <li>– temporary works</li> <li>– installation</li> <li>– conservation.</li> </ul>
	5.4 Explain why it is important to provide details about the proposed works to the utility and emergency services.
	5.5 Explain methods and techniques of providing details of site access and egress, layout, evacuation and hazards to utility and emergency services.

<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>
6 Make arrangements for adequate site safety and welfare, reviewing as work progresses.	6.1 Make and record arrangements identified for site safety and welfare before work starts and review as work progresses.
	6.2 Identify procedures needed to protect the environment relative to the site or operations.
	6.3 Ensure adequate site safety and welfare for the following proposed works are implemented and recorded: <ul style="list-style-type: none"> <li>- new build</li> <li>- infrastructure</li> <li>- demolition</li> <li>- extension</li> <li>- alteration</li> <li>- refurbishment</li> <li>- temporary works</li> <li>- installation</li> <li>- conservation</li> <li>- retrofit works.</li> </ul>
	6.4 Describe various procedures that can ensure adequate security of sites.
	6.5 Explain ways that arrangements for health, safety, welfare and security are reviewed as work progresses.
7 Implement procedures and arrangements for environmental protection and security.	7.1 Implement and record procedures and arrangements for environmental protection and security
	7.2 Arrange procedures for site or operational security.
	7.3 Explain how and why considerations of relevant factors should be made when arranging site environmental protection: <ul style="list-style-type: none"> <li>- occupiers</li> <li>- near neighbours</li> <li>- public access</li> <li>- site conditions</li> <li>- environment considerations</li> <li>- vehicular access and egress</li> <li>- security and trespass</li> <li>- public utilities</li> <li>- the potential risks of works impacting on the cultural significance of the historic environment</li> <li>- the specific requirements for buildings and structures of traditional (pre 1919) construction or of architectural, historical or archaeological significance, heritage issues</li> <li>- sustainability</li> </ul>

<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>
8 Implement and record the procedures and arrangements for temporary works	8.1 Implement and record the procedures and arrangements for temporary works on site.
	8.2 Explain how to implement the procedures for temporary works and how best to record the arrangements
	8.3 Explain why it is important to implement procedures and arrangements for temporary works and the possible consequences if this is not done.
9 Plan the site or area layout for operational purposes and pass information about the plans to the people on the site.	9.1 Identify and plan the layout of sites or areas for work operations to take place to include the following: <ul style="list-style-type: none"> <li>– storage</li> <li>– temporary accommodation</li> <li>– work areas</li> <li>– plant</li> <li>– temporary services</li> <li>– access and egress</li> <li>– security</li> <li>– continuing use by occupiers</li> <li>– waste management</li> <li>– pollution control</li> <li>– provision for prefabricated components and systems</li> <li>– existing fabric</li> </ul>
	9.2 Identify and arrange required resources and delivery of materials, storage areas for materials and waste collection locations for projects or operations.
	9.3 Identify, arrange and record recycling procedures for sites or operations.
	9.4 Ensure that information about site layouts showing resources and materials delivery, storage and waste collection locations and arrangements for recycling are communicated to people on site.
	9.5 Explain how and why the site or area layout should be planned for operational purposes.
	9.6 Describe the factors that should be considered when planning the layout of sites or areas for operations.
	9.7 Explain methods and techniques of communicating information about site or area layout plans to the people on site.
	9.8 Explain how the planning of storage and use of materials and components is carried out so that material handling is efficient, and wastage is minimised.

<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>
10 Ensure notices to people, which provide information and comply with current organisational requirements.	10.1 Record the types and locations of notices which provide information required for the site and ensure that they comply with current organisational requirements.
	10.2 Arrange for the correct positioning of relevant notices at specified locations.
	10.3 Explain ways and methods of placing and recording site notices.
	10.4 Explain how to ensure that notices comply with current organisational requirements.
11 Ensure the notices are placed correctly and implement a maintenance schedule.	11.1 Ensure that notices have been placed correctly and implement a schedule to maintain this.
	11.2 Give reasons for maintaining notices for people, the public, visitors and the workforce and explain the possible consequences should this not happen.
	11.3 Explain how maintenance schedules for information notices should be prepared and implemented.

<b>Additional information about this unit</b>	
Assessment Guidance	<p>This unit must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Sector Subject Area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	50
Assessment Hours	10