

# SKAC12 (SQA Unit Code - FA4F 04)

## Set up, take down and store activity equipment



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### Overview

This unit is making sure that your customers – service users, clients, participants – have the equipment they need for activities. The unit includes setting up/taking down equipment and storing it correctly and safely.

To complete this unit you must show you can set up/take down equipment that is:

1. simple
2. complex
3. powered
4. needing more than one person to set up

The unit is divided into three parts. The first part describes the three things you have to do. These are:

1. set up equipment
2. deal with equipment after use
3. store equipment following use

The second part describes the knowledge and understanding you must have.

The third part gives some examples and explanations of some words we use in the unit.

This unit is for people who can set up, take down and store equipment working under limited supervision – for example, leisure attendants, recreation assistants, coaches, staff working in outdoor activities, or activity leaders.

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### Performance criteria

*You must be able to:*

#### **Set up equipment**

- P1 find the equipment you need
- P2 check the equipment and make sure it is safe and fit for purpose
- P3 follow the standard operating procedures when:
  - P3.1 handling and moving the equipment
  - P3.2 setting up the equipment
- P4 set up the equipment on time and in the correct place
- P5 check the equipment is in safe working order
- P6 make sure the equipment is secure

*You must be able to:*

#### **Deal with equipment after use**

- P7 find equipment at the requested time
- P8 follow the standard operating procedures for:
  - P8.1 dealing with the equipment after use
  - P8.2 handling and moving the equipment
- P9 check the equipment for damaged and missing parts
- P10 report damage or missing parts to the responsible colleague
- P11 complete any required records

*You must be able to:*

#### **Store equipment following use**

- P12 follow the standard operating procedures when handling and moving the equipment
- P13 move the equipment to the right storage area
- P14 follow the correct procedures for equipment which needs attention
- P15 put each item of equipment in the correct place within the storage area
- P16 leave the storage area:
  - P16.1 safe
  - P16.2 tidy
- P17 secure complete any required records

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### Knowledge and understanding

*You need to know and understand:*

#### **For the whole unit**

- K1 the types of equipment that you may be involved in setting up and taking down
- K2 what this equipment is used for
- K3 why this equipment must be in a safe and serviceable condition when it is used
- K4 the legal and other health and safety requirements that cover this equipment
- K5 where this equipment is stored
- K6 the importance of setting up, taking down and storing this equipment as requested and on time
- K7 standard operating procedures for setting up, taking down, handling and moving and why it is important to use these
- K8 how to check this equipment for damaged and missing parts
- K9 why you should follow the correct procedures when you find damaged and missing parts
- K10 the record keeping procedures that relate to the equipment you set up, take down and store
- K11 the importance of accurate record keeping

*You need to know and understand:*

#### **Set up equipment**

- K12 the correct locations for setting up equipment
- K13 the correct procedures for setting up equipment
- K14 how to check that the equipment is operating correctly
- K15 why it is important to make sure the equipment is in a safe and secure condition when set up
- K16 how to make sure the equipment is in a safe and secure condition when set up

*You need to know and understand:*

#### **Deal with equipment after use**

- K17 the correct procedures for dealing with equipment in your area of work

*You need to know and understand:*

#### **Store equipment following use**

- K18 the manufacturer's instructions for storing equipment that you set up and take down
- K19 the importance of storing equipment safely and securely
- K20 types of equipment that should be set aside because it is faulty, dirty or wet
- K21 the correct place for each item of equipment in your storage areas
- K22 why it is important to place items of equipment in the correct place
- K23 the types of health and safety hazards that you may find in equipment

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storage areas

K24 how to deal with health and safety hazards in equipment storage areas

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### Additional Information

#### Scope/range related to performance criteria

1. **equipment**
  - 1.1. simple equipment
  - 1.2. complex equipment
  - 1.3. powered equipment
2. **standard operating procedures** for
  - 2.1. equipment needing only one person to set up
  - 2.2. equipment needing more than one person to set up

#### Glossary

##### **Complex equipment**

Equipment consisting of many parts, for example, trampolines, sailing dinghies, computer network

##### **Customers**

Those people who are using equipment; they do not need to be paying customers; they could also be clients or users

##### **Powered equipment**

An item of equipment with an independent power source, for example basket ball rigs, running machines, safety boats

##### **Items requiring a team to set up and take down**

For example, gymnastics equipment, large mats, semi-permanent equipment – ropes course or launching a boat with a crane, marquee

##### **Items requiring only one person to set up and take down**

For example, badminton courts or an orienteering course

##### **Responsible colleague**

The member of staff with overall responsibility for the work – usually a line manager or supervisor

##### **Setting up**

Making equipment ready for its intended use; this includes assembling (where appropriate) and laying the equipment out according to requirements

##### **Simple equipment**

Equipment consisting of only one or two components, for example, badminton nets

##### **Storage areas**

For example, store rooms, lockers, mobile stores, such as vans and trailers

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### **Links to other NOS**

This unit links closely with SKAOSC16.

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**Relevant occupations** Associate Professionals and Technical Occupations; Leisure, travel and tourism; Sport, leisure and recreation; Sports and Fitness Occupations

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**Suite** Operational Services; Activity Leadership

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