

# COSVR729 - SQA Unit Code FN2Y 04

## Plan the preparation of the site for the project



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### Overview

This standard is about

- 1 pre-start and ongoing planning
- 2 implementation of arrangements for the project at the place of work
- 3 ensuring safe, healthy and secure site operations

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### Performance criteria

- You must be able to:*
- P1 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
  - P2 identify factors for consideration, record them and pass them on to people who may be affected
  - P3 identify access and egress points for the site and works which are safe, convenient and minimise disruption
  - P4 organise the resources required for the preparation of site operations
  - P5 give accurate details about the proposed work to the utility and emergency services
  - P6 make arrangements for adequate site safety, welfare, environmental protection and security
  - P7 plan the site layout for operational purposes and pass information about the plans to the people on the site
  - P8 ensure notices to provide information that complies with current legislation, to people are placed and maintained

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### Knowledge and understanding

*You need to know and understand:*

#### Performance Criteria 1

##### Assemble and review information

- K1 how to assemble **information** used in the preparation of the project plan
- K2 how to clarify **information** that is not clear
- K3 how to keep **information** up to date
- K4 why you need to assemble and clarify **information** and keep it up to date

#### Performance Criteria 2

##### Identify factors

*You need to know and understand:*

- K5 how to identify and record relevant **factors** for consideration when planning
- K6 how to pass on records of **factors** considered to people who will be affected
- K7 why you need to pass considered and recorded **factors** to people who will be affected

#### Performance Criteria 3

##### Identify access/egress points

*You need to know and understand:*

- K8 how to identify **access and egress points** for the site and works which are the most convenient for works traffic and which minimise disruption
- K9 how to prepare a traffic management plan

#### Performance Criteria 4

##### Organise resources

*You need to know and understand:*

- K10 how to organise **resources** for site preparation
- K11 how to assign **resources** for site preparation
- K12 how to utilise the **resources** used in site preparation into project work or tasks

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*You need to know and understand:*

### **Performance Criteria 5**

#### **Passing information**

- K13 how to give details about **proposed work** to utility and emergency services
- K14 how to give details on site access, layout, evacuation and hazards to utility and emergency services

*You need to know and understand:*

### **Performance Criteria 6**

#### **Site safety and security**

- K15 how to ensure adequate site safety for **proposed work**
- K16 how to make consideration of relevant **factors** when arranging site safety, welfare, environmental protection and security
- K17 how to ensure adequate site security
- K18 how to ensure arrangements for health, safety and welfare are reviewed as work progresses

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### Additional Information

#### Scope/range related to performance criteria

#### Performance Criteria 1

- 1 records of maintaining, verifying and updating the project plan with at least four of the following types of information
  - 1.1 survey reports
  - 1.2 design information
  - 1.3 contractual information
  - 1.4 statutory consents
  - 1.5 contracts pre-planning information
  - 1.6 health, safety and environmental plans
  - 1.7 risk assessments and method statements
  - 1.8 programmes and schedules
  - 1.9 about competent people
  - 1.10 sub-contractor arrangements and attendance

#### Performance Criteria 2

- 2 records of distributing information for at least four of the following considered factors
  - 2.1 occupiers
  - 2.2 near neighbours
  - 2.3 public access
  - 2.4 site conditions
  - 2.5 environment considerations
  - 2.6 vehicular access
  - 2.7 security and trespass
  - 2.8 public utilities
  - 2.9 heritage status
  - 2.10 sustainability

#### Performance Criteria 3

- 3 plan for traffic management showing chosen and agreed site and works access and egress points

#### Performance Criteria 4

- 4 records showing at least four of the following resources assigned for the preparation of the site
  - 4.1 people
  - 4.2 plant, equipment or machinery
  - 4.3 materials and components
  - 4.4 sub-contractors
  - 4.5 information
  - 4.6 work area and facilities
  - 4.7 waste management
  - 4.8 utility providers

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#### **Performance Criteria 5**

- 5 records of information regarding site access, layout, evacuation and hazards passed to utility and emergency services

#### **Performance Criteria 6**

- 6 records of site safety and welfare arrangements identified before work starts and reviewed as work progresses
- 7 records of environmental protection procedures
- 8 records of the site security arrangements

#### **Performance Criteria 7**

- 9 records of site layout or plan
- 10 plans showing resources and materials delivery, storage and waste collection locations
- 11 arrangements for recycling
- 12 records of information passed to the people working on site

#### **Performance Criteria 8**

- 13 records showing types and locations of notices
- 14 maintenance schedule for notices

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### Scope/range related to knowledge and understanding

#### Access and egress points

- 1 current legislation
- 2 local traffic
- 3 access and egress control
- 4 security
- 5 parking
- 6 visitors
- 7 site induction
- 8 occupiers
- 9 near neighbours
- 10 traffic management

#### Factors

- 11 occupiers
- 12 near neighbours
- 13 public access
- 14 site conditions
- 15 environment considerations
- 16 vehicular access
- 17 security and trespass
- 18 public utilities
- 19 heritage status
- 20 sustainability

#### Information

- 21 survey reports
- 22 design
- 23 contractual
- 24 statutory consents
- 25 contracts pre-planning information
- 26 health, safety and environmental plans
- 27 risk assessments and method statements
- 28 programmes
- 29 about competent people
- 30 sub-contractor arrangements and attendance

#### Proposed work

- 31 new build
- 32 infrastructure
- 33 demolition
- 34 extension
- 35 alteration
- 36 refurbishment
- 37 temporary works
- 38 installation
- 39 conservation

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#### **Resources**

- 40 people
- 41 plant, equipment or machinery
- 42 materials and components
- 43 sub-contractors
- 44 information
- 45 work area and facilities
- 46 waste management
- 47 utility providers

#### **Site layout**

- 48 storage
- 49 temporary accommodation
- 50 work areas
- 51 plant
- 52 temporary services
- 53 access and egress
- 54 security
- 55 continuing use by occupiers
- 56 waste management
- 57 pollution control
- 58 provision for prefabricated components and systems
- 59 existing fabric



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<b>Developed by</b>	ConstructionSkills
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<b>Version number</b>	1
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<b>Date approved</b>	October 2007
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<b>Validity</b>	Current
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<b>Status</b>	Original
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<b>Originating organisation</b>	ConstructionSkills
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<b>Original URN</b>	VR729
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<b>Relevant occupations</b>	Production Managers and Directors in Construction
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<b>Suite</b>	Construction Site Management; Controlling Lifting Operations (Construction)
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<b>Key words</b>	Pre-planning; Preparation; Pre-start; Induction; Access; Infrastructure; Installation; Utility
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