

COSVR729 - SQA Unit Code F3HJ 04

Plan the preparation of the site for the project



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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Developed by	ConstructionSkills
Version number	1
Date approved	October 2007
Indicative review date	July 2015
Validity	Current
Status	Original
Originating organisation	ConstructionSkills
Original URN	VR729
Relevant occupations	Production Managers and Directors in Construction
Suite	Construction Site Management; Controlling Lifting Operations (Construction)
Key words	Pre-planning; Preparation; Pre-start; Induction; Access; Infrastructure; Installation; Utility