

SKAC23 (SQA Unit Code - FA4J 04)

Clean and tidy facility areas



Overview

This unit is about cleaning and tidying all types of areas in a facility. It covers dealing with unexpected breakages and spillages, as well as scheduled cleaning and tidying.

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

1. clean sport and recreation areas
2. tidy sport and recreation areas

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

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

The unit is intended mainly for Sport and Leisure Centre Attendants, Fitness Centre staff, Recreation Assistants, equivalent staff working at the same level in the outdoor industry, sports development workers and outdoor assistant instructors.

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Performance criteria

You must be able to:

Clean sport and recreation areas

- P1 clean areas following the planned schedule
- P2 cause as little disruption as possible
- P3 use equipment, materials and methods appropriate to the area being cleaned
- P4 wear protective clothing suitable for the equipment and materials you are using
- P5 handle and use equipment and materials safely and efficiently
- P6 make sure the area meets your organisation's standards for cleanliness and hygiene
- P7 store equipment and materials safely and ready for future use
- P8 dispose of waste safely and according to organisational procedures

You must be able to:

Tidy sport and recreation areas

- P9 identify and deal with any spillages, breakages, waste and rubbish correctly
- P10 dispose of these spillages, breakages, waste and rubbish safely and in line with organisational and legal requirements
- P11 maintain the areas in a safe and tidy condition
- P12 make sure that escape routes are not obstructed
- P13 deal with lost and unsupervised property honestly and in line with facility procedures

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Knowledge and understanding

You need to know and understand:

For the whole unit

- K1 why cleaning and tidying should avoid disruption;
- K2 the basic requirements of the Health and Safety at Work Act which are relevant to this
- K3 the basic requirements of the Control of Substances Hazardous to Health regulations which are relevant to this unit
- K4 the organisational requirements and manufacturer's instructions for handling and storing the hazardous substances with which you are working

You need to know and understand:

Clean sport and recreation areas

- K5 the programme for the areas to be cleaned;
- K6 the organisational and legal requirements for using cleaning equipment and materials and for the disposal of spillages, breakages, waste and rubbish;
- K7 the organisational and legal standards of hygiene and cleanliness;
- K8 how to select equipment, clothing and materials for each circumstance;
- K9 how to make sure that equipment and materials are fit for future use
- K10 the importance of safe and hygienic disposal of waste;

You need to know and understand:

Tidy sport and recreation areas

- K11 how to identify hazardous and non-hazardous spillages, breakages, waste and rubbish
- K12 the organisational procedures for dealing with unsupervised property;
- K13 why escape routes should always be clear;
- K14 the importance of honesty when dealing with members of the public and the procedures to follow.

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Additional Information

Scope/range related to performance criteria

1. **areas**
 - 1.1. areas with particular hazards
 - 1.2. area without particular hazards
 - 1.3. public areas
 - 1.4. non-public areas
2. **equipment and materials**
 - 2.1. manual equipment
 - 2.2. powered equipment
 - 2.3. cleaning agents
3. **spillages, breakages, waste and rubbish**
 - 3.1. hazardous
 - 3.2. non-hazardous
4. **property**
 - 5.1. clothing
 - 5.2. valuables
 - 5.3. suspicious objects

Glossary

Areas with particular hazards

For example, wet areas, areas restricted because of health and safety hazards.

Contamination

Hazardous substances getting on to clothing and/or parts of the body.

Health and safety legislation

Mainly the health and safety at work act but also other pieces of legislation which may be relevant to the facility, for example the control of substances hazardous to health

Incidents

Incidents of spillages or contamination

Incompatible substances

Substances which when they are combined cause further hazards such as heat, poisonous fumes or explosions; examples include acids and alkalis

Legal requirements

For example, the health and safety at work act and the control of substances hazardous to health regulations

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Non-public areas

Areas not normally accessible to the public, for example store rooms, offices or rest rooms

Organisational requirements

Those developed by the organisation to cover the handling, use and storage of hazardous substances

Public areas

Areas accessible to the public, for example activity areas, cafeterias, bars, corridors, reception areas, car parks.

Responsible colleague

The member of staff responsible for hazardous substances in the facility, for example the supervisor, line manager or safety officer

Unattended

When there are no members of staff present to prevent unauthorised entry

Written reports

These could be short notes, memos or the organisation's incident report form; there is no requirement for formal reports

Links to other NOS

This unit links to SKAOSC12 and SKAOSC23a.

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