
Overview

This standard is about interpreting information, adopting safe, healthy and environmentally responsible work practices, selecting and using materials, components, tools and equipment, responding to road traffic incidents and hazards

This standard is for people working in the occupational area of road building and maintenance, particularly those involved in active Highways Maintenance and can be used by operatives, supervisors and managers

COSVR537 – SQA Unit Code HL5V 04

Respond to and assist with road-related incidents

Performance criteria

- You must be able to:*
- P1 interpret the given information relating to the work and resources to confirm its relevance
 - P2 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices
 - P3 select the required quantity and quality of resources for the methods of work
 - P4 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
 - P5 comply with the given contract information to carry out the work efficiently to the required specification
 - P6 complete the work within the allocated time, in accordance with the programme of work

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Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Interpretation of information

- K1 the organisational procedures developed to report and rectify inappropriate **information** and unsuitable **resources**, and how they are implemented
- K2 the types of **information**, their source and how they are interpreted
- K3 the organisational procedures to solve **problems** with the **information** and why it is important they are followed

Performance Criteria 2

Safe work practices

You need to know and understand:

- K4 the level of understanding operatives must have of **information** for relevant, current **legislation and official guidance** and how it is applied
- K5 the types of **fire extinguishers** and how and when they are used
- K6 how **emergencies** should be responded to and who should respond
- K7 the organisational **security procedures** for tools, equipment and personal belongings
- K8 what the accident reporting procedures are and who is responsible for making the report
- K9 why, when and how **health and safety control equipment** should be used
- K10 how to comply with environmentally responsible work practices to meet current **legislation and official guidance**

Performance Criteria 3

Selection of resources

You need to know and understand:

- K11 the characteristics, quality, uses, sustainability, limitations and defects associated with the **resources** and how defects should be rectified
- K12 how the **resources** should be used and how any **problems** associated with the **resources** are reported
- K13 the organisational procedures to select **resources**, why they have been developed and how they are used
- K14 the **hazards** associated with the **resources** and **methods of work** and how they are overcome

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Performance Criteria 4

Minimise the risk of damage

You need to know and understand:

K15 how to **protect work** from damage and the purpose of protection

K16 why **disposal of waste** should be carried out safely and how it is achieved

Performance Criteria 5

Meet the contract specification

You need to know and understand:

K17 how **methods of work**, to meet the specification, are carried out and **problems** reported

K18 how **maintenance** of tools and equipment is carried out

Performance Criteria 6

Allocated time

You need to know and understand:

K19 what the **programme** is for the work to be carried out in the estimated, allocated time and why deadlines should be kept

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Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 interpretation of information, method statements, risk assessments related to the nature, extent and location of the incident and use of the information to plan assistance for the incident

Performance Criteria 2

- 2 avoidance of risk by complying with the given information relating to at least five of the following
 - 2.1 methods of work
 - 2.2 safe use of health and safety control equipment
 - 2.3 safe use of access equipment
 - 2.4 safe use, storage and handling of materials, tools and equipment
 - 2.5 safe use of fire extinguishers, as appropriate to the fire
 - 2.6 flow and movement of traffic
 - 2.7 specific risks to health

Performance Criteria 3

- 3 selection of resources associated with own work
 - 3.1 materials, components and consumables
 - 3.2 tools and equipment

Performance Criteria 4

- 4 protection of the work and its surrounding area from damage
- 5 maintain a clear and tidy work space
- 6 disposal of waste in accordance with current legislation

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Performance Criteria 5

- 7 demonstration of work skills to plan, relay, clear, control, guide and communicate
- 8 use and maintain hand tools, power tools and ancillary equipment
- 9 respond to and assist with road-related incidents (routine, major or critical) to given working instructions for at least four of the following
 - 9.1 flooding
 - 9.2 spillage or debris
 - 9.3 infrastructure failure
 - 9.4 adverse weather
 - 9.5 collision without injury
 - 9.6 collision with injury
 - 9.7 collision with fatality
 - 9.8 terrorist activity
- 10 liaise with incident controller and follow instructions ensuring compliance with organisational procedures
- 11 report on the conclusion of the incident in accordance with current legislation and organisational procedures

Performance Criteria 6

- 12 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

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Scope/range related to knowledge and understanding

Disposal of waste

- 1 environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Emergencies

- 2 operative's response to situations in accordance with organisational authorisation and personal skills when involved with
 - 2.1 fires, spillages, injuries
 - 2.2 emergencies relating to occupational activities

Fire extinguishers

- 3 water, CO₂, foam, powder and their uses

Hazards

- 4 those identified by risk assessment, point of work risk assessment, methods of work, manufacturers' technical information, statutory regulations and official guidance

Health and safety control equipment

- 5 identified by the principles of prevention for occupational use, types and purpose of each type, work situations and general work environment
 - 5.1 collective protective measures
 - 5.2 personal protective equipment (PPE)
 - 5.3 respiratory protective equipment (RPE)
 - 5.4 local exhaust ventilation (LEV)

Information

- 6 drawings, specifications, schedules, method statements, risk assessments, manufacturers' information, verbal, written and graphical instructions, current regulations, official and statutory guidance governing work and incidents on motorways, high speed dual carriageways and rural and urban roads

Legislation and official guidance

- 7 this relates to the operative's responsibilities regarding potential accidents, health hazards and the environment whilst working in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting

Maintenance

- 8 operative care of hand tools, power tools and ancillary equipment

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Methods of work

- 9 application of knowledge for safe and healthy work practices, procedures and skills relating to the method and area of work and materials used to:
 - 9.1 assess response and assistance required for specific incidents, flooding, spillage, infrastructure failure, adverse weather, collision without injury, collision with injury, collision with fatality and terrorist activity
 - 9.2 conform to agreed specification
 - 9.3 complete point of work risk assessments (type of incident, incident duration, traffic speeds and volumes, lighting levels, weather and road geometry)
 - 9.4 liaise with incident controllers (emergency services) and follow instructions ensuring compliance with organisational procedures (visual, oral and electronic)
 - 9.5 deal with prevailing conditions, type of road, time of day, traffic volume, road surface, visibility, weather conditions
 - 9.6 prioritise activities
 - 9.7 adhere to response times
 - 9.8 apply the principles of equality and diversity
 - 9.9 report on the conclusion of the incident in accordance with current legislation and organisational procedures
 - 9.10 use hand tools, power tools and equipment
 - 9.11 install and operate lighting equipment
 - 9.12 recognise and determine when specialist skills and knowledge are required and report accordingly
 - 9.13 work at height
 - 9.14 use access equipment
 - 9.15 work with, in close proximity to and around plant and machinery
 - 9.16 record details of the incident and complete organisational documentation (site sketch, photographs, incident report forms, emails, accident and emergency report)
- 10 team work and communication
- 11 needs of other occupations associated with responding and assisting with road-related incidents

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Respond to and assist with road-related incidents

Problems

- 12 those arising from information, resources and methods of work
 - 12.1 own authority to rectify
 - 12.2 organisational reporting procedures

Programme

- 13 types of productivity targets and time scales
- 14 how times are estimated
- 15 organisational procedures for reporting circumstances which will affect the work programme

Protect work

- 16 protect work against damage from general workplace activities, other occupations and adverse weather conditions

Resources

- 17 materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and specialist:
 - 17.1 traffic signals
 - 17.2 temporary traffic management teams
 - 17.3 temporary traffic management equipment
 - 17.4 lifting equipment and accessories
 - 17.5 clean up specialists
 - 17.6 highway repair and maintenance teams
 - 17.7 highways maintenance and repair materials
 - 17.8 hand tools, power tools and equipment
- 18 identify by calculation, quantity, length, area and wastage associated with the method and procedure to respond to and assist with road-related incidents

Security procedures

- 19 site, workplace, company and operative

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