
Overview

This standard is about interpreting information, adopting safe, healthy and environmentally responsible work practices, selecting and using materials, components, tools and equipment and installing draught-proofing to doors, windows and access hatches

This standard is for people working in the occupational area of insulation and building treatments and can be used by operatives, supervisors and managers

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

Knowledge and understanding

Performance Criteria 1

Interpretation of information

You need to know and understand:

- 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 how **emergencies** should be responded to and who should respond
- K6 the organisational **security procedures** for tools, equipment and personal belongings
- K7 what the accident reporting procedures are and who is responsible for making the report
- K8 why, when and how **health and safety control equipment** should be used
- K9 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:

- K10 the characteristics, quality, uses, sustainability, limitations and defects associated with the **resources** and how defects should be rectified
- K11 how the **resources** should be used and how any **problems** associated with the **resources** are reported
- K12 the organisational procedures to select **resources**, why they have been developed and how they are used
- K13 the **hazards** associated with the **resources** and **methods of work** and how they are overcome

Performance Criteria 4

Minimise the risk of damage

You need to know and understand:

- K14 how to **protect work** from damage and the purpose of protection
- K15 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:

- K16 how **methods of work**, to meet the specification, are carried out and **problems** reported
- K17 how **maintenance** of tools and equipment is carried out

Performance Criteria 6

Allocated time

You need to know and understand:

- K18 what the **programme** is for the work to be carried out in the estimated, allocated time and why deadlines should be kept

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 interpretation of drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and data sheets related to the work to be carried out

Performance Criteria 2

- 2 avoidance of risk by complying with the given information relating to the following
 - 2.1 methods of work
 - 2.2 safe use of health and safety control equipment
 - 2.3 safe use of access equipment and work platforms
 - 2.4 safe use, storage and handling of materials, tools and equipment
 - 2.5 specific risks to health

Performance Criteria 3

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

Performance Criteria 4

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

Performance Criteria 5

- 7 demonstration of work skills to measure, mark out, fit, remove, position and secure
- 8 use and maintain hand tools, portable power tools and ancillary equipment
- 9 installation of draught-proofing to given working instructions to the following openings
 - 9.1 external and internal doors
 - 9.2 windows
 - 9.3 access hatches
- 10 carry out pre and post installation checks

Performance Criteria 6

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

Scope/range related to knowledge and understanding

Disposal of waste

- 1 environmental responsibilities, organisational procedures, manufacturers' information and data sheets, 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

Hazards

- 3 those identified by risk assessment, method of work, manufacturers' technical information and data sheets, statutory regulations and official guidance

Health and safety control equipment

- 4 identified by the principles of prevention for occupational use, types and purpose of each type, work situations and general work environment
 - 4.1 collective protective measures
 - 4.2 personal protective equipment (PPE)
 - 4.3 respiratory protective equipment (RPE)
 - 4.4 local exhaust ventilation (LEV)

Information

- 5 drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and data sheets and current regulations governing buildings

Legislation and official guidance

- 6 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/storage of materials and by manual handling and mechanical lifting

Maintenance

- 7 operative/technician care of hand tools, portable power tools and ancillary equipment

Methods of work

- 8 application of knowledge for safe and healthy and environmental work practices, procedures and skills relating to the method/area of work and materials used to
 - 8.1 understand the implications of existing guarantees and warranties
 - 8.2 carry out pre-installation checks to include structural integrity, dampness, vents, condensation, services (gas, electric water, media cables)
 - 8.3 remove existing draught-proofing
 - 8.4 degrease and clean surfaces
 - 8.5 install draught-proofing to external and internal doors, windows, access hatches
 - 8.6 apply mastic seals
 - 8.7 apply injected draught-proofing to voids when replacing doors and window frames
 - 8.8 complete post installation checks
 - 8.9 report any repair requirements
 - 8.10 recognise when specialist skills and knowledge are required and report accordingly
 - 8.11 recognise specific requirements for structures of special interest, traditional build (pre 1919) and historical significance
 - 8.12 use hand tools, portable power tools and ancillary equipment
 - 8.13 work at height
 - 8.14 use access equipment and work platforms
- 9 team work and communication
- 10 needs of other occupations associated with the installation of draught-proofing to openings

Problems

- 11 those arising from information, resources, methods of work and building
 - 11.1 own authority to rectify
 - 11.2 organisational reporting procedures

Programme

12 types of progress charts, timetables and estimated times

13 organisational procedures for reporting circumstances which will affect the work programme

Protect work

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

Resources

15 materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist

15.1 cleaning agents, draught-proofing, mastic sealants, fixings, fittings as appropriate to the method of draught-proofing

15.2 hand tools, portable power tools and ancillary equipment

16 methods of calculating quantity, length, area and wastage associated with the method/procedure to install draught-proofing to openings

Security procedures

17 site, workplace, vehicles, company and operative/technician

COSVR452 – SQA Unit Code HL62 04

Install draught-proofing to openings

Developed by ConstructionSkills

Version number 3

Date approved December 2014

Indicative review date December 2019

Validity Current

Status Original

Originating organisation ConstructionSkills

Original URN COSVR452

Relevant occupations Construction Operatives

Suite Insulation and Building Treatments (Construction)

Key words Doors; Windows; Access hatches; Mastic sealant; Cleaning agent