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## Overview

This unit is about implementing the work and ensuring it complies with quality standards and legal and statutory requirements. It is about preparing a site for the work to be carried out and obtaining all the necessary resources.

You will need to identify all the factors such as safety, access, public utilities, layout and security that will affect the work on site and make the necessary arrangements to satisfy them.

You will need to assemble and clarify information regarding carrying out the work and obtain resources to meet project requirements.

### Performance criteria

#### Review construction phase information

- You must be able to:*
- P1 assemble and review relevant information which was used in the preparation of the project plan, clarify any information which is not clear and update it for production planning purposes
  - P2 review the construction phase plan to see that it adequately meets the requirements of the Regulations and addresses the key project risks identified in the pre-construction information
  - P3 review the welfare proposals to ensure that they adequately met the requirements of schedule two in the regulations
  - P4 provide suitable and sufficient advice to the client about the adequacy of the construction phase plan and the implications of that advice for the start of the construction phase
  - P5 give adequate notice, as required in the contract, to all the people who will be affected about when the work will start, how long it will take and when it will finish, and confirm all the dates in writing
  - P6 identify, record and obtain information requirements before work starts
  - P7 plan and obtain sufficient resources of the appropriate type which will meet the project requirements and timescales

#### Prepare for site operations

- You must be able to:*
- P8 identify with site personnel any special considerations, record them and pass them on to people who may be affected
  - P9 give accurate details about the proposed works to the regulatory authorities, utility and emergency services, including obtaining necessary approvals
  - P10 make arrangements for adequate site safety and security before work starts
  - P11 prepare the site layout for operational purposes and pass on information about the plans to the people who will be working on the site

### **Implement and control work operations**

- You must be able to:*
- P12 organise the resources necessary to complete the project programme, including explaining the detailed programme and method statements to the work force
  - P13 control the works and resources so that conditions are safe, the site is tidy and creates a favourable image of the organisation, its products and its services and of the project
  - P14 monitor progress against the programme and identify actions which can be taken to minimise disruption to the programme and communicate them to line manager

### **Knowledge and understanding**

*You need to know and understand:*

### **Review construction phase information**

- K1 how to assemble relevant information which was used in the preparation of the project plan (application)
- K2 how and why to review relevant information which was used in the preparation of the project plan (analysis)
- K3 how to clarify any information which is not clear and update it for production planning purposes (application)
- K4 how and why to review the construction phase plan to see that it adequately meets the requirements of the Regulations and addresses the key project risks identified in the pre-construction information (analysis)
- K5 how and why to review the welfare proposals to ensure that they adequately met the requirements of schedule two in the Regulations (analysis)
- K6 how to provide suitable and sufficient advice to the client about the adequacy of the construction phase plan and the implications of that advice for the start of the construction phase (application)
- K7 how to give adequate notice, as required in the contract, to all the people who will be affected about when the work will start, how long it will take and when it will finish, and confirm all the dates in writing (application)
- K8 what to identify as information requirements before work starts (understanding)

- K9 how to record and obtain information requirements before work starts (application)
- K10 how and why to plan and obtain sufficient resources of the appropriate type which will meet the project requirements and timescales (synthesis)
- K11 how to obtain sufficient resources of the appropriate type which will meet the project requirements and timescales (application)

### **Prepare for site operations**

*You need to know and understand:*

- K12 what to identify with site personnel as any special considerations (understanding)
- K13 how to record special considerations and pass them on to people who will be affected (application)
- K14 how to give accurate details about the proposed works to the regulatory authorities, utility and emergency services, including obtaining necessary approvals (application)
- K15 how to make arrangements for adequate site safety and security before work starts (application)
- K16 how and why to prepare the site layout for operational purposes and pass on information about the plans to the people who will be working on the site (synthesis)

### **Implement and control work operations**

*You need to know and understand:*

- K17 how to organise the resources necessary to complete the project programme, including explaining the detailed programme and method statements to the workforce (application)
- K18 how and why to control the works and resources so that conditions are safe, the site is tidy and creates a favourable image of the organisation, its products and its services and of the project (evaluation)
- K19 how and why to monitor progress against the programme (analysis)
- K20 what to identify as actions which can be taken to minimise disruption to the programme (understanding)
- K21 how to communicate actions to line manager actions which can be taken to minimise disruption to the programme (application)

## Additional Information

### Scope/range

#### Review construction phase information

##### 1. Information:

- 1.1. survey reports
- 1.2. design
- 1.3. contractual
- 1.4. statutory consents
- 1.5. contractors pre-planning information
- 1.6. Construction Phase Plan
- 1.7. sub-contract

##### 2. Construction Phase Plan:

- 2.1. project specific
- 2.2. provision for recording revisions
- 2.3. in a form suitable for the users
- 2.4. topics as approved in code of practice Managing Health and Safety in Construction Appendix 3

##### 3. Requirements of schedule two in the regulations:

- 3.1. sanitary convenience
- 3.2. washing facilities
- 3.3. drinking water
- 3.4. changing rooms and lockers
- 3.5. facilities for rest

##### 4. Requirements - relating to:

- 4.1. occupiers
- 4.2. environmental considerations
- 4.3. vehicular access/egress
- 4.4. health and safety
- 4.5. hazards
- 4.6. trespass
- 4.7. near neighbours
- 4.8. public access
- 4.9. site conditions
- 4.10. statutory regulations and limitations
- 4.11. codes of practice

### **Prepare for site operations**

#### **5. Special considerations:**

- 5.1. occupiers
- 5.2. near neighbours
- 5.3. public access
- 5.4. site conditions
- 5.5. site conditions
- 5.6. statutory regulations and limitations
- 5.7. codes of practice
- 5.8. health, safety and welfare
- 5.9. environment
- 5.10. hazards
- 5.11. third parties

#### **6. Site layout for operational purposes:**

- 6.1. storage and materials handling
- 6.2. temporary accommodation
- 6.3. work areas
- 6.4. plant
- 6.5. temporary services
- 6.6. access/egress
- 6.7. traffic movement
- 6.8. security
- 6.9. continuing use by occupiers
- 6.10. waste management
- 6.11. pollution control

### **Implement and control work operations**

#### **7. Programme:**

- 7.1. bar charts
- 7.2. network analysis
- 7.3. critical paths
- 7.4. line of balance
- 7.5. action lists
- 7.6. method statements

**8. Resources:**

- 8.1. people
- 8.2. plant and equipment
- 8.3. materials and components
- 8.4. sub-contactors
- 8.5. information

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## Prepare for work operations in construction

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