

## Install internal blinds or solar shading systems

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### 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 and commissioning internal blinds, screens or solar shading systems

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

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### 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

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

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

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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

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

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

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## Scope/range related to performance criteria

**Performance Criteria 1**

1 interpretation of drawings, specifications, schedules, method statements, risk assessments and manufacturers' information 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
- 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 and fixings
- 3.2 tools and equipment
- 3.3 consumables

**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 measure, mark out, drill, assemble, align, position, fit, adjust, fix and secure
- 8 use and maintain hand tools, power tools and ancillary equipment
- 9 prepare, install and commission at least three of the following internal blinds or solar shading devices to given working instructions
  - 9.1 standard internal blinds (roller, venetian, vertical or panel)
  - 9.2 cassetted blinds (screen, blackout or insect screen)
  - 9.3 drapery (roman, austrian or festoon blinds)
  - 9.4 conservatory and rooflight blinds (pleated, pinoleum or non-retractable)
  - 9.5 solar shading systems
  - 9.6 solar powered window covering systems
  - 9.7 motorised systems

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- 9.8 plantation shutters
- 9.9 smoke curtains
- 9.10 tracks (poles, curtain and anti-ligature systems)
- 10 test operational functions and safety devices

### **Performance Criteria 6**

- 11 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*

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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, methods of work, manufacturers' technical information, 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, official guidance and current regulations governing buildings and associated with the installation of internal blinds or solar shading systems

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### 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 and storage of materials by manual handling and mechanical lifting

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### Maintenance

7 operative care of hand tools, power tools and ancillary equipment

### Methods of work

8 application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to

8.1 confirm installation requirements

8.2 agree appropriate ways in which the work should be carried out

8.3 maintain the principles of minimum intervention and reversible alterations

8.4 stop work at the point when guesswork begins and report findings

8.5 recognise the structural composition of mounting and fixing points

8.6 prepare internal blinds, screens and solar shading systems for installation

8.7 recognise operating systems (motorised; rotation: crank handle, winch handle, cord, cable, tape, knob and wand; assisted: ratio reduction gear and balance [spring, counter-balance weight])

8.8 recognise parts and components of blinds and solar shading systems

8.9 install internal standard blinds, roller, venetian, vertical or panel, cassetted blinds, screen, blackout, insect screens, drapery, roman, austrian or festoon blinds, conservatory and rooflight blinds, pleated, pinoleum or non-retractable, solar shading systems, solar powered window covering systems, motorised, automated systems, plantation shutters, smoke curtains, tracks, poles, curtain and anti-ligature systems

8.10 adjust blinds, screens and solar shading systems

8.11 explain automated control systems

8.12 recognise and determine when specialist skills and knowledge are required and report accordingly

8.13 test the operation of blinds, screens and solar shading systems

8.14 inspect, check and test safety devices

8.15 provide operation, safety and maintenance information to client, customer or their representative

8.16 describe the operation for optimal energy saving performance

8.17 work on buildings of historical significance

8.18 identify and follow the installation quality requirements

8.19 use hand tools, power tools and equipment

8.20 work at height

8.21 use access equipment

9 team work and communication

10 needs of other occupations associated with the installation of internal blinds, screens or solar shading devices

### Problems

11 those arising from information, resources and methods of work

11.1 own authority to rectify

11.2 organisational reporting procedures



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### **Programme**

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

### **Protect work**

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

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### **Resources**

- \*\*16 materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist
  - 16.1 fittings and fixings
  - 16.2 operating systems
  - 16.3 blinds and solar shading systems
  - 16.4 hand tools, power tools and equipment
  - 16.5 operation, safety and maintenance documentation
- 17 confirm resources and materials conform with the specification
- 18 methods of calculating quantity, length, area and wastage associated with the method and procedure to install internal blinds or solar shading systems

### **\*\*Security procedures**

- \*\*19 site, workplace, company, operative and vehicles

## Install internal blinds or solar shading systems

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