

Unit 320

Installing elevated timber decks in the workplace

25 credits

Level: 3

UAN: L/503/2498

Unit aim:

The aim is to provide you with the necessary skills and knowledge to:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- preparing and installing elevated timber decks, balconies, walkways or boardwalks

*PER – Portfolio evidence reference

SO – Site observation

OQ – Oral question

WQ – Written question

WT – Witness testimony

PS – Product supplementary

PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when installing elevated timber decks.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract relevant information from:							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. risk assessments							
f. manufacturers' information							
1.2 comply with information and/or instructions derived from risk assessments and method statements							

1.3	state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented							
1.4	describe different types of information, their source and how they are interpreted in relation to:							
	a. drawings							
	b. specifications							
	c. schedules							
	d. method statements							
	e. risk assessments							
	f. manufacturers' information							
	g. official guidance							
	h. regulations governing buildings.							

2.	Know how to comply with relevant legislation and official guidance when installing elevated timber decks.							
	You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1	describe your responsibilities under current legislation and official guidance whilst working:							
	a. in the workplace							
	b. below ground level							
	c. in confined spaces							
	d. at height							
	e. with tools and equipment							
	f. with materials and substances							
	g. with movement/storage of materials and by manual handling and mechanical lifting							
2.2	describe the organisational security procedures for tools, equipment and personal belongings in relation to:							
	a. site							
	b. workplace							
	c. company							
	d. operative							

2.3	explain what the accident reporting procedures are and who is responsible for making reports						
2.4	state the types of fire extinguishers available when installing elevated timber decks and describe how and when they are used.						

3. Maintain safe working practices when installing elevated timber decks.							
You must be able to:		*PER	SO	OQ	WQ	WT	PS PD
3.1	use health and safety control equipment and access equipment (if applicable) safely to carry out the activity in accordance with legislation and organisational requirements when installing elevated timber decks						
3.2	explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to installing elevated timber decks, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:						
	a. collective protective measures						
	b. Personal Protective Equipment (PPE)						
	c. Respiratory Protective Equipment (RPE)						
	d. Local Exhaust Ventilation (LEV)						
3.3	describe how the relevant health and safety control equipment should be used in accordance with the given instructions						
3.4	state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:						
	a. fires						
	b. spillages						
	c. injuries						
	d. other task-related hazards.						

4. Select the required quantity and quality of resources for the methods of work to install elevated timber decks.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1	select resources associated with own work in relation to:							
	a. materials							
	b. components							
	c. fixings							
	d. tools and equipment							
4.2	describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:							
	a. treated timber							
	b. metal fixings							
	c. mortar and other chemical fixing agents							
	d. hand and/or powered tools and equipment							
4.3	describe how the resources should be used correctly and how problems associated with the resources are reported							
4.4	explain why the organisational procedures have been developed and how they are used for the selection of required resources							
4.5	describe any potential hazards associated with the resources and method of work							
4.6	describe how to calculate:							
	a. quantity							
	b. length							
	c. area							
	d. wastage associated with the method/procedure to installing elevated timber decks.							

5. Minimise the risk of damage to the work and surrounding area when installing elevated timber decks.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
5.1	protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures							
5.2	minimise damage and maintain a clean work space							
5.3	dispose of waste in accordance with legislation							
5.4	describe how to protect work from damage and the purpose of protection in relation to:							
	a. general workplace activities							
	b. other occupations							
	c. adverse weather conditions							
5.5	explain why the disposal of waste should be carried out safely in accordance with:							
	a. environmental responsibilities							
	b. organisational procedures							
	c. manufacturers' information							
	d. statutory regulations and official guidance.							

6. Complete the work within the allocated time when installing elevated timber decks.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
6.1	demonstrate completion of the work within the allocated time							
6.2	state the purpose of the work programme and explain why deadlines should be kept in relation to:							
	a. types of progress charts, timetables and estimated times							
	b. organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given contract information to install elevated timber decks to the required specification.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
7.1	demonstrate the following work skills when installing elevated timber decks:							
	a. measuring							
	b. marking out							
	c. cutting							
	d. fitting							
	e. levelling							
	f. plumbing							
	g. finishing							
	h. positioning							
	i. securing							
7.2	prepare site for, and install, elevated timber decks, balconies, walkways or boardwalks to given working instructions							
7.3	incorporate the following when installing elevated timber decks, balconies, walkways or board walks:							
	a. embedded column footings							
	b. raised column footings							
	c. wall plates							
	d. blocking							
	e. bracing							
	f. parapets or balustrades							
	g. stairs with landings							
	h. ramps							
7.4	safely use and handle materials							

7.5	safely use:							
	a. hand tools							
	b. portable power tools							
	c. ancillary equipment							
7.6	safely store the materials, tools and equipment used when installing elevated timber decks							
7.7	describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
	a. confirm load bearing requirements							
	b. identify desired service life							
	c. identify parts of the elevated deck, balcony, walkway or boardwalk (top rail, parapet, hand rail, balusters, newel post, edge joist, piers, column, bracing, blocking, joists, wall plate, deck boards)							
	d. fit wall plates by masonry and other chemically cured fixings							
	e. mix concrete and mortar							
	f. prepare embedded and raised column footings							
	g. prepare and form piers							
7.8	describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
	a. space columns							
	b. assemble beams and posts							
	c. mount joists							
	d. fit blocking and bracing including diagonal bracing							
	e. maximise optional cantilever							
	f. prepare, fit and fix battens and deck boards							
	g. fit parapets, including handrails, top rails and base rails							
	h. fit access stairs with landings and ramps							
7.9	describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify							

them, to:							
a. cap vertical components							
b. advice on aftercare and maintenance							
c. use hand tools, power tools and equipment							
d. work at height							
e. use access equipment							
7.10 describe the needs of other occupations and how to effectively communicate within a team when installing elevated timber decks							
7.11 describe how to maintain the tools and equipment used when installing elevated timber decks.							

Unit 320

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Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	