Unit 323 Laying sand and cement screeds in the workplace

GL 43

Level: 2

Unit aim:

This unit aims to provide you with the necessary skills and knowledge to:

- interpret information
- comply with relevant legislation and official guidance
- maintain safe and healthy working practices
- select the required quantity and quality of resources
- minimise the risk of damage
- lay sand and cement screeds in a timely manner and with minimal waste.

*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 laying sand and cement screeds.							
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 describe 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. current regulations governing buildings.							

2. Know how to comply with relevant legislation and official guidance when laying sand and cement screeds.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your responsibilities regarding potential accidents, health hazards and the environment 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							
h. by manual handling and mechanical lifting							
2.2 describe the organisational security procedures for:							
a. tools							
b. equipment							
c. 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.							

3. Maintain safe and healthy working practices when laying sand and cement screeds.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 **use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when laying sand and cement screeds**							
3.2 **demonstrate compliance with given information and relevant legislation laying sand and cement screeds in relation to the following:**							
a. **safe use of access equipment/working platforms**							
b. **safe use, storage and handling of materials, tools and equipment**							
c. **specific risks to health**							
3.3 explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to laying sand and cement screeds, 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)							
3.4 describe how relevant health and safety control equipment should be used in accordance with given working instructions							
3.5 describe 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 activities.							

4. Select the required quantity and quality of resources for the methods of work to lay sand and cement screeds.							
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. **tools**							
d. **equipment**							
4.2 describe the:							
a. characteristics							
b. quality							
c. uses							
d. sustainability							
e. limitations							
f. defects associated with the resources in relation to:							
a. sand, cement, ready-mixed screeds							
b. damp-proof membranes (DPM)							
c. reinforcement fibre/mesh							
d. expansion joints							
e. hand tools, portable power tools and ancillary equipment							
4.3 describe:							
a. how the resources should be used correctly							
b. 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 lay sand and cement screeds.							

5. Minimise the risk of damage to the work and surrounding area when laying sand and cement screeds.							
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 current 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							
e. official guidance.							

6. Complete the work within the allocated time when laying sand and cement screeds.							
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 describe 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 lay sand and cement screeds to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 **demonstrate the following work skills when laying sand and cement screeds:**							
a. **measuring**							
b. **marking out**							
c. **cleaning**							
d. **laying**							
e. **compacting**							
f. **finishing**							
7.2 **use and maintain hand tools, portable power tools and ancillary equipment**							
7.3 **prepare surfaces, mix and lay floor screeds to given working instructions relating to the following:**							
a. **sand and cement screeds**							
b. **level and/or to falls**							
7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. prepare floor surfaces							
b. lay and finish sand and cement screeds to level and falls							
c. fall to drainage outlets and form skirtings							
d. remove defective and repair sand and cement screeds							
e. install damp proof membranes (DPM)							
f. prepare screed materials							
g. accommodate movement							
h. lay bonded and floating screeds							

i. accommodate for insulation and underfloor heating							
j. reinforce screeds (fibres and mesh)							
k. recognise and determine when specialist skills and knowledge are required and report accordingly							
l. understand specific requirements for structures of special interest, traditional build (pre 1919) and historical significance							
m. use hand tools, portable power tools and ancillary equipment							
n. work at height							
o. use access equipment/working platforms							
7.5 describe the needs of other occupations and how to communicate effectively within a team when laying sand and cement screeds							
7.6 describe how to maintain the tools and equipment used when laying sand and cement screeds.							

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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:	