

Unit C12 Set up, take down and store equipment

Introduction

Summary

This unit is making sure that your customers – service users, clients, participants – have the equipment they need for activities. The unit includes setting up/taking down equipment and storing it correctly and safely. To complete this unit you must demonstrate that you can set up/take down equipment that is:

- simple
- complex
- powered
- needing more than one person to set up.

The unit is divided into three parts. The first part (page 2) gives some examples and explanations of some words we use in the unit. The second part (pages 3-5) describes the three things you have to do. These are:

- C12.1 **Set up equipment**
- C12.2 **Deal with equipment following use**
- C12.3 **Store equipment following use.**

The third part (page 6) describes the knowledge and understanding you must have.

Target Group

This unit is for people who can set up, take down and store equipment working under very limited supervision – for example, leisure attendants, recreation assistants, coaches, technicians in an outdoor context, or activity leaders.

Linked Units

This unit links closely with C13.

Place in the NVQ/SVQ Framework

This unit is an optional unit in the level 2 Operational Services NVQ/SVQ and the level 2 Activity Leadership NVQ/SVQ.

Links to Key and Core Skills

This unit will provide some evidence for the following QCA Key Skills:

Communication 2.1a, 2.2, 2.3
Application of Number 1.1, 1.2, 1.3
Working with Others 2.1, 2.2, 2.3
Problem Solving 2.1, 2.2, 2.3

and the following SQA Core Skills:

Communication Intermediate 1
Numeracy Access 3
Working with Others Intermediate 1
Problem Solving Intermediate 1

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What We Mean By Some of the Words Used in This Unit

Complex equipment	<i>equipment consisting of many parts, for example, trampolines, sailing dinghy, computer network</i>
Customers	<i>those people who are using equipment; they do not need to be paying customers; they could also be clients or users</i>
Powered equipment	<i>an item of equipment with an independent power source, for example basket ball rigs, running machines, safety boats, Zamboni machines.</i>
Items requiring a team to set up and take down	<i>for example, gymnastics equipment, large mats, semi-permanent equipment – ropes course or launching a boat with a crane, marquee</i>
Items requiring only one person to set up and take down	<i>for example, badminton courts or an orienteering course</i>
Responsible colleague	<i>the member of staff with overall responsibility for the work – usually a line manager or supervisor</i>
Setting up	<i>making equipment ready for its intended use; this includes assembling (where appropriate) and laying the equipment out according to requirements</i>
Simple equipment	<i>equipment consisting of only one or two components, for example, badminton nets</i>
Storage areas	<i>for example, store rooms, lockers, mobile stores, such as vans and trailers</i>

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C12.1

Set up equipment

The National Standard

What you must do

To meet the national standard, you must:

- 1 locate the correct **equipment**
- 2 check the **equipment** and follow agreed procedures for damaged or missing parts
- 3 follow the correct health and safety procedures when handling and moving the **equipment**
- 4 follow the standard operating procedures for setting up the **equipment**
- 5 set up the **equipment** on time and in the correct location
- 6 make sure the **equipment** is in safe working order
- 7 make sure the **equipment** is safe and secure

What you must cover

From your work you must show that you have set up all of the following types of:

- a equipment**
- 1 simple equipment
 - 2 complex equipment
 - 3 powered equipment
 - 4 equipment needing only one person to set up
 - 5 equipment needing more than one person to set up

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C12.2

Deal with equipment following use

The National Standard

What you must do

To meet the national standard, you must:

1. locate the correct **equipment** at the requested time
2. follow the standard operating procedures for dealing with the equipment after use
3. follow the correct health and safety procedures when handling and moving the **equipment**
4. check the **equipment** for damaged and missing parts
5. report damage or loss to the responsible colleague
6. complete any required records

What you must cover

From your work you must show that you have taken down all of the following types of:

- a equipment**
- 1 simple equipment
 - 2 complex equipment
 - 3 powered equipment
 - 4 equipment needing only one person to set up
 - 5 equipment needing more than one person to set up

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C12.3

Store equipment following use

The National Standard

What you must do

To meet the national standard, you must:

1. follow the correct health and safety procedures when handling and moving the **equipment**
2. move the **equipment** to the correct storage area
3. set aside **equipment** requiring attention
4. place each item of **equipment** in the correct place within the storage area
5. make sure the **equipment** is safe and secure
6. leave the storage area in a clean and tidy condition
7. make sure there are no health and safety hazards in the storage area
8. complete any required records

What you must cover

From your work you must show that you have stored all of the following types of:

- a equipment**
- 1 simple equipment
 - 2 complex equipment
 - 3 powered equipment
 - 4 equipment needing only one person to set up
 - 5 equipment needing more than one person to set up

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What you must know and understand

To be competent in this unit, you must know and understand the following

For the whole unit

- K1 the types of equipment that you may be involved in setting up and taking down
- K2 what this equipment is used for
- K3 why this equipment must be in a safe and serviceable condition when it is used
- K4 the legal and other health and safety requirements that cover this equipment
- K5 where this equipment is stored
- K6 the importance of setting up, taking down and storing this equipment as requested and on time
- K7 safe handling and moving techniques and why it is important to use these
- K8 how to check this equipment for damaged and missing parts
- K9 why you should follow the correct procedures when you find damaged and missing parts
- K10 the record keeping procedures that relate to the equipment you set up, take down and store
- K11 the importance of accurate record keeping

For C12.1 Set up equipment

- K12 the correct locations for setting up equipment
- K13 the correct procedures for setting up equipment
- K14 how to check that the equipment is operating correctly
- K15 why it is important to make sure the equipment is in a safe and secure condition when set up
- K16 how to make sure the equipment is in a safe and secure condition when set up

For C12.2 Deal with equipment following use

- K17 the correct procedures for dealing with equipment in your area of work

For C12.3 Store equipment following use

- K18 the manufacturer's instructions for storing equipment that you set up and take down
- K19 the importance of storing equipment safely and securely
- K20 types of equipment that should be set aside because it is faulty, dirty or wet
- K21 the correct place for each item of equipment in your storage areas
- K22 why it is important to place items of equipment in the correct place
- K23 the types of health and safety hazards that you may find in equipment storage areas
- K24 how to deal with health and safety hazards in equipment storage areas