

Unit C16 Maintain sport and recreation equipment

Introduction

Summary

This unit is about maintaining sport and recreation equipment, following your organisation's maintenance schedule and manufacturers' instructions. It covers identifying the maintenance which needs to be done and then carrying out that maintenance. The purpose of maintenance activities could be to:

- carry out routine servicing
- deal with a breakdown

Checks may need to be carried out on:

- emergency equipment
- manually operated equipment
- powered equipment.

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 3-4) describes the two things you have to do. These are:

C16.1 **Check equipment and identify what maintenance is needed**

C16.2 **Service and repair equipment**

The third part (pages 5-6) describes the knowledge and understanding you must have.

Target Group

This unit is for people who can maintain sport and recreation equipment and facilities with limited supervision. Candidates must be aware of their own limitations and report equipment and facilities which need specialist attention.

Linked Units

This unit links closely with unit C12.

Place in the NVQ/SVQ Framework

This unit is an option in the Operational Services level 2 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

Unit C16 Maintain sport and recreation equipment

Unit C16 Maintain sport and recreation equipment

What We Mean By Some of the Words Used in this unit

Emergency equipment	<i>for example, spinal boards, stretchers, resuscitation equipment, rescue flares.</i>
Health and safety legislation	<i>mainly the Health and Safety at Work Act but also other pieces of legislation which may be relevant to the facility, for example the Control of Substances Hazardous to Health</i>
Maintenance schedule	<i>the programme of routine maintenance developed by the organisation in line with manufacturer's guidelines and other health and safety considerations</i>
Manually operated equipment	<i>for example, exercise cycles, canoes, trampolines.</i>
Materials	<i>for example, paint, varnish, light bulbs, fluorescent tubes.</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>
Problems	<i>difficulties in carrying out servicing and repair which the candidate cannot deal with themselves</i>
Routine servicing	<i>includes cleaning and drying</i>
Serviceable	<i>the equipment/facility doing what it was designed to do</i>

Unit C16 Maintain sport and recreation equipment

C16.1

Check equipment and identify what maintenance is needed

The National Standard

What you must do

To meet the national standard, you must:

1. check the **equipment**, following the maintenance schedule and manufacturer's instructions
2. cause as little disruption to normal activities as possible
3. identify the **equipment** which needs maintenance
4. remove any unsafe **equipment** from use
5. check that you have the competence and authority to carry out the maintenance yourself
6. report any maintenance which must be carried out by a technical expert
7. record the checks you have made, the work which needs to be done and any action which you have taken

What you must cover

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

- a equipment**
- 1 emergency equipment
 - 2 manually operated equipment
 - 3 powered equipment

C16.2

Service and repair equipment

The National Standard

What you must do

To meet the national standard, you must:

1. check you have the competence and authority to carry out the **servicing and repair**
2. make sure the **equipment** is in a safe condition for maintenance
3. cause as little disruption to normal activities as possible
4. organise your work area so that the work can be carried out safely and efficiently
5. choose the right tools and materials for the job
6. carry out the **servicing and repair** following your organisation's procedures and the manufacturer's instructions
7. report any problems during **servicing and repair** to the responsible colleague
8. make final checks to the **equipment** to make sure it is safe and serviceable
9. record the work you have done

What you must cover

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

a servicing and repair

- 1 routine
- 2 to deal with a breakdown

have serviced and repaired all of the following types of:

b equipment

- 1 emergency equipment
- 2 manually operated equipment
- 3 powered equipment

Unit C16 Maintain sport and recreation equipment

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 importance of recording what has been done and any further action that needs to be taken and how to complete these records
- K2 health and safety requirements for the equipment you are responsible for maintaining

For C16.1 Check equipment and identify what maintenance is needed

- K3 the importance of health and safety when checking equipment and the dangers of not checking equipment thoroughly
- K4 the relevant parts of the organisation's maintenance schedule and manufacturer's guidelines for the types of equipment in the candidate's area of work
- K5 the importance of causing as little disruption as possible to normal activities and how to do so
- K6 how to identify when equipment needs maintenance
- K7 the importance of removing unsafe equipment from use and how to do so
- K8 the limits of your own abilities when it comes to carrying out maintenance - the types of maintenance which you are allowed to carry out safely
- K9 how to report maintenance which needs to be carried out by a technical expert
- K10 the importance of recording checks and the work which needs to be carried out and how to do so

Unit C16 Maintain sport and recreation equipment

For C16.2 Service and repair equipment

- K11 the importance of making sure equipment is in a safe condition for servicing and repair
- K12 how to make sure the equipment in your area of work is safe for maintenance
- K13 the right tools and materials for the servicing and repairs which you are responsible for and the importance of using the right ones
- K14 the importance of following the manufacturer's and organisations procedures for servicing and repair and acting safely throughout - what may happen if this is not done
- K15 the manufacturer's and organisations procedures for servicing and repairing the equipment in your area of responsibility
- K16 the importance of reporting any problems to the responsible colleague and how to do so
- K17 the importance of carrying out final checks before the equipment is put back into use
- K18 the standards for safety and serviceability for equipment in your area of responsibility and the checks to be carried out to make sure these are met
- K19 the importance of recording what has been done, and how to complete these records.