# Cavity Wall Extraction

# National Occupational Standards

# DRAFT

## Cavity Wall Extraction Functional Map

This project will review the National Occupational Standards for specific job roles and functions associated with Cavity Wall Extraction. The table below covers all functions involved.

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| --- | --- | --- | --- |
| **Key area** | **Key activity** | **REF** | **Standard title** |
| **All areas** | **Conforming to general health, safety and welfare in the workplace** | GQACWE1 | Comply with health, safety and welfare requirements in the workplace |
| **Conforming to productive working practices** | GQACWE2 | Conform to productive working practices in the workplace |
| **Moving, handling and storing resources** | GQACWE3 | Move, handle and store resources |
| **Cavity Wall Clearance** | **Cavity wall clearance** | GQACWE4 | Clear cavity walls |
| **Cavity Extraction Specialist Surveyor/Inspector** | **Surveying/inspection of cavity wall clearances** | GQACWE5 | Survey/inspect cavity wall clearances |
| **Access** | **Erecting and dismantling access/working platforms** | GQACWE6 | Erect and dismantle access/working platforms |

## GQACWE1 Comply with health, safety and welfare requirements in the workplace

### Overview

This standard covers the skills and knowledge needed to work safely in the construction industry, in accordance with organisation guidance, legislation and statutory requirements. You must understand safety and warning notices, potential hazards, risk assessments, health risks and the recording and reporting of all health and safety related matters.

Knowledge of protective and health and safety control equipment, accident and emergency procedures including evacuation and types of fire extinguishers are also required. This knowledge covers the safety of the general public as well as site personnel and resources. All work carried out must also comply with legislation that covers the disposal of waste or consumable items.

### Outcomes

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| --- | --- |
| **Performance Criteria**  *You must be able to:* | **Knowledge & Understanding**  *You need to know and understand:* |
| 1. comply with information from workplace inductions and any health, safety and welfare briefings attended relevant to the occupational area 2. comply with statutory requirements, safety notices and warning notices displayed within the workplace and on equipment 3. report any hazards created by changing circumstances in the workplace following organisational procedures 4. interpret and follow instructions to maintain safe systems of work and quality working practices 5. contribute to discussions by offering/providing feedback relating to health, safety and welfare 6. maintain workplace welfare facilities following workplace procedures 7. store health and safety control equipment following organisational procedures 8. dispose of waste and consumable items following current legislation 9. show personal responsibility for general workplace health, safety and welfare 10. provide appropriate support for security arrangements following approved procedures during the working day, on completion of the day’s work, for unauthorised personnel (other operatives and the general ublic) and   for theft | 1. relevant health, safety and welfare legislation, notices and warning signs 2. how to comply with control measures identified by risk assessments and safe systems of work 3. typical hazards associated with the work environment and occupational area in relation to resources, substances, asbestos, equipment, obstructions, storage, services and work activities 4. current health and safety executive top ten safety risks 5. current health and safety executive top five health risks 6. how changing circumstances in the workplace could cause hazards 7. methods used for reporting changed circumstances, hazards and incidents in the workplace 8. health, safety and welfare organisational policies and procedures for dealing with accidents and emergencies associated with the work and environment 9. methods of receiving or sourcing information 10. organisational policies and procedures for reporting 11. health, safety and welfare organisational policies and procedures for stopping work 12. health, safety and welfare organisational policies and procedures for evacuation 13. health, safety and welfare organisational policies and procedures for fire risks and safe exit procedures 14. health, safety and welfare organisational policies and procedures for consultation and feedback 15. types of relevant fire extinguishers 16. how and when different types of fire extinguishers are used 17. how personal behaviour demonstrates responsibility for recognising when to stop work in the face of serious and imminent danger to self and/or others, contributing to discussions and providing feedback, reporting changed circumstances and incidents in the workplace and complying with the environmental requirements of the workplace 18. how behaviour and actions of individuals could affect others within the workplace 19. how security arrangements are implemented in relation to workplaces, general public, site personnel and resources |

## GQACWE2 Conform to productive working practices in the workplace

### Overview

This standard covers the skills and knowledge needed to communicate with colleagues, management and customers to plan, implement and record information in the construction working environment. This includes the use and completion of documentation in line with organisational guidelines, meeting deadlines and specifications while maintaining effective working relationships.

You will also have to understand the importance of working relationships have on productive working and how to ensure equality and diversity principles are applied when working and communicating with others. You must also understand how work activities can make a positive contribution to the environment, including knowledge of low and zero carbon requirements.

### Outcomes

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| --- | --- |
| **Performance Criteria**  *You must be able to:* | **Knowledge & Understanding**  *You need to know and understand:* |
| 1. communicate in an appropriate manner with line management, colleagues and/or customers to ensure that work is carried out productively 2. plan sequence of work interpreting relevant information and using appropriate resources following organisational procedures to ensure work is completed productively 3. complete relevant documentation required by the organisation 4. carry out work productively, to the agreed specification, in conjunction with line management, colleagues, customers and/or other relevant people involved in the work to maintain good working relationships 5. apply principles of equality and diversity and respect the needs of individuals when communicating and working with others | 1. different methods of communicating with line management, colleagues and customers 2. how to use different methods of communication to ensure work carried out is productive 3. how to ensure work is planned and carried out productively when using resources for own and other’s work requirements, allocating appropriate work to employees, organising work sequences and reducing carbon emissions 4. how to contribute to zero/low carbon work outcomes within the built environment 5. how to complete and maintain relevant documentation 6. reasons for ensuring documentation is completed clearly and within given timescales 7. how to maintain good working relationships 8. why it is important to work effectively with line management, colleagues and customers 9. how working relationships influence productive working 10. how to apply principles of equality and diversity when communicating and working with others |

## GQACWE3 Move, handle and store resources

### Overview

This standard covers the skills and knowledge needed to move, handle and store construction related materials, including sheet material, loose material, bagged or wrapped material, fragile material, tools and equipment, components or liquids following current safe working practices, legislation and organisational guidance on safety and security. You must have knowledge of safe use of lifting and handling aids, containers and fixing, holding and securing systems and how to dispose of waste and packaging in accordance with current legislation.

All work must be carried out following safe working practices, minimising risk of damage to materials and surrounding areas. You must understand the responsibilities and hazards associated with this type of work including how the needs of other occupations must be considered when moving resources, the accident and emergency procedures, and the different types and purposes of fire extinguishers. You must understand the types of problems that can occur when carrying out this type of work and the organisational procedures for dealing with them.

### Outcomes

|  |  |
| --- | --- |
| **Performance Criteria**  *You must be able to:* | **Knowledge & Understanding**  *You need to know and understand:* |
| 1. interpret given information relating to moving, handling and storing resources, relevant to the given occupation 2. interpret information relating to the use and storage of lifting aids and equipment 3. use health and safety control equipment when moving, handling and storing resources following current legislation and organisational requirements 4. use lifting aids safely following current legislation and organisational requirements 5. protect the environment following safe working practices appropriate to the work 6. protect occupational resources and surrounding areas from damage following safe working practices and organisational procedures 7. dispose of waste and packaging following current legislation 8. maintain clean workspaces when moving, handling or storing resources 9. complete work within allocated times 10. move, handle and store occupational resources to meet organisational requirements including, positioning, securing, using lifting aids and kinetic lifting techniques 11. move, handle and store occupational resources to meet product information and organisational requirements | 1. different types of technical, product and regulatory information, their source and how they are interpreted 2. how to obtain information relating to using and storing lifting aids and equipment 3. your responsibilities under current legislation and official guidance whilst working in the workplace, in confined spaces, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting 4. organisational security procedures for tools, equipment and personal belongings 5. accident reporting procedures and who is responsible for making reports 6. types of fire extinguishers relevant to the work 7. how and when different types of fire extinguishers are used 8. why and when health and safety control equipment should be used to move, handle and store resources 9. types, purpose and limitations of collective protective measures 10. types, purpose and limitations of personal protective equipment (PPE) 11. types, purpose and limitations of respiratory protective 12. how health and safety control equipment should be used 13. how emergencies should be responded to and personal skills when involved with fires, spillages, injuries and other task-related hazards 14. resources moved, handled and stored 15. characteristics, quality, uses, sustainability, limitations and defects associated with the occupational resources in relation to lifting and handling aids, container(s), fixing, holding and securing systems. 16. how resources are handled and how problems associated are reported 17. why organisational procedures have been developed and how they are used for the selection of required resources 18. potential hazards associated with resources and methods of work 19. how to protect work from damage and the purpose of protection 20. disposal of waste 21. purpose of work programmes and why deadlines should be kept in relation to progress charts, timetables and estimated times 22. organisational procedures for reporting circumstances which will affect the work programme 23. how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them when moving, handling and storing occupational resources. 24. the needs of other occupations when moving, handling and/or storing resources. |

## GQACWE4 Clear cavity walls

### Overview

This standard covers the skills and knowledge needed to carry out cavity wall clearance operations to create clear cavities that can be reinsulated or insulated if the system has been used to remove debris only. You must also prove knowledge and competence to create a clear cavity to be able to facilitate external rendering and external wall insulation complying with current Building Regulations. All work must be completed following safe working practices, relevant legislation, and comply with contract information and the allocated timescales

### Outcomes

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| --- | --- |
| **Performance Criteria**  *You must be able to:* | **Knowledge & Understanding**  *You need to know and understand:* |
| 1. interpret and extract relevant information from drawings, specifications, schedules, risk assessments and method statements 2. comply with information and/or instructions derived from risk assessments and method statements 3. use health and safety control equipment and access equipment following current legislation and organisational requirements 4. select resources required including materials, components, fixings, tools and equipment to meet organisational requirements 5. protect work and surrounding areas from damage 6. minimise damage and maintain clean workspaces 7. dispose of waste following current legislation 8. complete work within allocated times 9. seal around windows, ducts, pipes and other apertures inside properties to prevent dust from entering inside 10. prepare and carry out cavity wall clearance operations following working instructions/method statements 11. clear cavity walls to meet organisational requirements including measuring, marking out, calculating, cutting, fitting, positioning and securing 12. check inside properties to ensure no dust or materials have been dispersed 13. check results meet organisational requirements and capture images for evidence 14. repeat processes to ensure complete removal of debris 15. fill holes and make good with matching and suitable materials to comply with job specification and contract requirements 16. complete post installation checks to given work instructions 17. store materials, tools and equipment used during cavity wall clearance following organisational requirements | 1. organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented 2. different types of information available, their source and how they are interpreted in relation to drawings, specifications, schedules, manufacturers’ information and regulations governing buildings 3. your responsibilities under current legislation and official guidance whilst working in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and manual handling and mechanical lifting 4. organisational security procedures for tools, equipment and personal belongings 5. accident reporting procedures and who is responsible for making reports 6. why and when health and safety control equipment should be used, the types, purpose and limitations of each type, the work situation and general work environment, in relation to collective protective measures, personal protective equipment (PPE), respiratory protective equipment (RPE) and local exhaust ventilation (LEV) 7. how relevant health and safety control equipment should be used 8. how emergencies should be responded to and personal skills when involved with fires, spillages, injuries and other task related hazards 9. characteristics, quality, uses, sustainability, limitations and defects associated with protective sheeting, warning signs, temporary barriers, airway sleeves, cavity barriers, cement, insulation, hand and/or powered tools and installation equipment 10. how resources are used and how problems associated with resources are reported 11. why organisational procedures have been developed and how they are used for the selection of required resources 12. potential hazards associated with resources and methods of work 13. how to calculate quantity, area for cavity wall clearance 14. how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions 15. purpose of work programmes and why deadlines should be kept in relation to types of progress charts, timetables and estimated times 16. organisational procedures for reporting circumstances which will affect work programmes 17. how to apply safe working practices, follow procedures, report problems and establish the authority needed to rectify them, to complete post extraction checks, check construction ventilation, flues, chimneys and combustion air ventilators after the installation and use access equipment 18. how to maintain tools and equipment used |

## GQACWE5 Survey/inspect cavity wall clearances

### Overview

This standard covers the skills and knowledge needed to carry out cavity wall clearance surveys to provide accurate assessments of the cavity and building condition and provide clear and accurate information on surveys. All work must be completed following safe working practices, relevant legislation, and comply with contract information and the allocated timescales

### Outcomes

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| --- | --- |
| **Performance Criteria**  *You must be able to:* | **Knowledge & Understanding**  *You need to know and understand:* |
| 1. check proposed work will not adversely affect the following during the extraction process and post-completion:    * combustion ventilation    * appliance cooling ventilation    * performance of flue systems 2. check proposed work will not adversely affect the functionality of the following during the extraction process and post-completion:    * air supply vents /sub floor vents    * extract vents 3. conduct cavity wall clearance surveys following safe working practices and criteria for traditional (brick/block) constructions 4. record findings following organisational guidelines and legislation | 1. requirements of the following parts/sections of the regulations:    * workmanship    * materials    * structural stability    * fire safety    * resistance to moisture    * ventilation 2. key aspects to consider on the following types of construction:    * solid wall    * cavity wall    * timber framed    * metal framed    * concrete fill 3. building types checked for presence of asbestos 4. how checks to determine asbestos containing materials are present are carried out and who by 5. what to do if asbestos is present or suspected 6. how to assess pre-existing damage in relation to:    * internal damage to property being extracted    * external damage to property being extracted    * damage to properties that are being used to gain access to property being extracted 7. why these checks are important and how to record/report findings 8. aspects of structures assessed for suitability prior to carrying out cavity wall extraction. 9. why checks to assess if the condition of the wall structure is suitable for cavity wall extraction activities to commence are important and how to record/report the findings 10. how to determine the detail of the work in relation to:     * measurement of wall area     * parts of the property that have been modified or added since the original build     * conservatories     * non-habitable parts of the building 11. factors that affect the safe operation of combustion ventilation, appliance cooling ventilation and flue systems 12. how to confirm proposed extractions meets specifications in relation to extraction measures and building structure or building services 13. how to assess site layouts in relation to:     * access     * obstructions     * rubble in cavity     * access     * outbuildings/conservatory     * permissions needed 14. how to identify the following:     * wool fibre     * foam insulation     * EPS bead/bonded bead     * structural foams 15. how existing drill patterns can help identify materials installed into cavity walls 16. how weather conditions affect the choice of insulation 17. when and why it may be necessary to consult with other trades before, during, or after a survey |

### GQACWE6 Erect and dismantle access/working platforms

### Overview

This standard covers the skills and knowledge needed to erect and dismantle access/working platforms in accordance with job specifications, safe working practices and in the allocated time.

You must also understand how to communicate with others to ensure work is carried out effectively. All work must be carried out following safe working practices, minimising risk of damage to the work and surrounding area and using and maintaining tools and equipment effectively, including protective screens and signage. You must understand your responsibilities and the hazards associated with this type of work including the uses and limitations of different types of access equipment. You must also have knowledge of how to dispose of waste in accordance with legislation and environmental responsibilities, and the accident and emergency procedures. Finally, you must understand the types of problems that can occur when carrying out this type of work and the organisational procedures for dealing with them.

### Outcomes

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| --- | --- |
| **Performance Criteria**  *You must be able to:* | **Knowledge & Understanding**  *You need to know and understand:* |
| 1. interpret and extract information from specifications, method statements, risk assessments and manufacturers’ information 2. comply with information and/or instructions derived from risk assessments and method statement. 3. erect and dismantle access/working platforms using personal protective equipment (PPE) and access equipment following legislation and organisational requirements 4. select resources associated with own work including materials, components, tools and equipment. 5. protect work and surrounding areas from damage following organisational requirements 6. minimise damage and maintain clean workspaces 7. dispose of waste following current legislation 8. complete work within the allocated time 9. erect and dismantle access/working platforms following organisation procedures 10. erect, dismantle and store access equipment following access regulations 11. use and store materials, hand tools and ancillary equipment following organisation requirements | 1. organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented 2. different types of information, their source and how they are interpreted in relation to specifications, current legislation, method statements, risk assessments and manufacturers’ information 3. your responsibilities under current legislation and official guidance whilst working in the workplace, at height, in confined areas, with tools and equipment, with movement/storage of materials and by manual handling 4. organisational security procedures for tools, equipment and personal belongings 5. accident reporting procedures and who is responsible for making reports 6. why, when and how personal protective equipment (PPE) should be used and the types, purpose and limitations of each 7. how emergencies should be responded to and personal skills when involved with fires, spillages, injuries and other task-related hazards 8. characteristics, quality, uses, limitations and defects associated with ladders/crawler boards, stepladders/platform steps, trestles, proprietary staging/podiums, proprietary towers, mobile scaffold towers, protection equipment and notices and tools and ancillary equipment 9. how resources are used 10. how problems associated with resources are reported 11. how to calculate quantity of equipment required 12. how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions 13. why disposal of waste should be carried out 14. the purpose of work programmes and why deadlines should be kept in relation to organisational procedures for reporting circumstances which will affect the work programme. 15. how to apply safe working practices, follow procedures, report problems and establish the authority needed to rectify them, to provide protection to the work area 16. how to apply safe working practices, follow procedures, report problems and establish the authority needed to rectify them, to establish a base for equipment 17. how to apply safe working practices, follow procedures, report problems and establish the authority needed to rectify them, to erect proprietary access equipment to manufacturer’s instructions suitable for the work 18. how to apply safe working practices, follow procedures, report problems and establish the authority needed to rectify them, to erect non-proprietary how to apply safe working practices, follow procedures, report problems and establish the authority needed to rectify them, to access equipment suitable for the work 19. how to apply safe working practices, follow procedures, report problems and establish the authority needed to rectify them, to place protective screens and notices 20. how to apply safe working practices, follow procedures, report problems and establish the authority needed to rectify them, to check/monitor equipment during the period of use 21. how to apply safe working practices, follow procedures, report problems and establish the authority needed to rectify them, to dismantle and store access equipment 22. how to apply safe working practices, follow procedures, report problems and establish the authority needed to rectify them, to use tools and equipment 23. how to apply safe working practices, follow procedures, report problems and establish the authority needed to rectify them, to work at height 24. the needs of other occupations and how to communicate within a team when erecting and dismantling access/working platforms 25. how to maintain tools and equipment used |