

## Take delivery of and store plants and materials

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### Overview

This standard is about taking delivery of and storing plants and materials. This will involve checking that they meet the specification and handling and storing them appropriately.

When working with machinery you need to be appropriately trained, and hold current certification where required, in line with relevant legislation.

Your work must conform to all relevant legislation and codes of practice when carrying out this work.

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### Performance criteria

You must be able to:

1. assess the risks associated with the site and the proposed work
2. select and use the appropriate personal protective equipment (PPE) for the work
3. select, prepare and use the appropriate tools and equipment, safely and effectively
4. confirm all equipment has been checked and is fit for purpose
5. take delivery of plants and materials and check them against the delivery notes
6. check that plants and materials meet the specification
7. check the condition of plants and materials
8. where appropriate report any problems with the delivery to the relevant person
9. transport and store plants and materials in a manner that minimises damage to the plants and ensures their safety and security
10. maintain records of deliveries
11. maintain the health and safety of yourself and others at all times, in accordance with relevant legislation

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### Knowledge and understanding

You need to know and understand:

1. how to identify hazards and assess risks
2. how to interpret risk assessments
3. the selection, use and care of personal protective equipment (PPE)
4. the types of tools and equipment required and how to maintain and use these safely and effectively
5. the legal requirements for checking equipment
6. how to interpret specifications and relevant documents
7. how to assess the condition of plants and materials against the specification
8. the importance of bio-security when taking delivery of plants
9. how to identify plant species
10. how to recognise healthy and unhealthy plants
11. how to handle, transport and store different types of plants and materials to maintain them in good condition
12. how to avoid plant shock and damage when handling, transporting and storing
13. the care needed when handling treated plants
14. the appropriate records to be kept and their significance
15. your responsibilities under relevant environmental, health and safety legislation and codes of practice

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**Scope/range related  
to knowledge and  
understanding**

Specifications:

- plant species
- plant type
- plant sizes
- plant condition

How to store plants in three of the following ways:

- cold storage
- heeling in
- straw bale
- co-extruded bags
- canopy store

How to deal with three of the following types of stock:

- bare root
- root-balled
- containerised
- container-grown

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### Glossary

Materials: e.g. tubs, stakes, bags, root plug plastic

Records:

- plant passports
- delivery notes
- legislative records

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