

Overview

This standard describes how to receive, handle and store fencing materials on site.

This standard covers:

- receiving fencing materials
- safely unloading and handling fencing materials
- storing fencing materials to ensure access when required
- storing fencing materials to prevent damage or loss.

If you are using lifting equipment you should be trained, and hold current certification where required, in line with relevant legislation.

This standard is suitable for fence installers. It can be applied to support any fence installation operation.

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Performance criteria

You must be able to:

1. carry out your work in accordance with relevant environmental and health and safety legislation, risk assessment requirements and company policies and procedures
2. wear suitable clothing and personal protective equipment (PPE)
3. obtain the required **information** to be able to receive and store fencing materials on site
4. check the type, quality and quantity of materials received against information, **instructions and specifications** and take the required action to deal with queries and discrepancies
5. use the relevant equipment and apply safe manual handling techniques to handle and move fencing materials safely
6. handle materials safely according to their characteristics, including hazardous materials
7. store materials safely and securely in designated areas, in accordance with **instructions and specifications** to prevent loss or damage and provide protection from the environment
8. carry out your work in a manner that causes minimal impact to the surrounding area, other users of the site and anyone else who may be affected

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Knowledge and understanding

You need to know and understand:

1. the relevant environmental and health and safety requirements associated with handling and storing fencing materials on site
2. the type of clothing and personal protective equipment (PPE) suitable for the task to be carried out
3. where to obtain the **instructions and specifications** required to carry out the work
4. the types and purposes of different sources of **information** on the materials received
5. the importance of handling and moving fencing materials safely
6. the precautions to take when handling hazardous materials
7. the storage requirements for different types of materials
8. the purpose and correct use of spacer battens during storage
9. the importance of using stock rotation procedures related to shelf life
10. the effects of environmental damage on materials and the preventative actions to be taken to limit these effects
11. how to deal with identified queries and discrepancies
12. how to minimise the impact of your work on the surrounding area, other users of the site and anyone else who may be affected

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Glossary

Sources of information could include:

- orders
- invoices
- delivery notes
- weight
- lifting information
- storage information
- COSHH data sheets
- specifications

Instructions and specifications could include:

- plans/drawings
- schedules
- method statements
- Standard Operating Procedures (SOPs)
- manufacturer's guidelines
- customer requirements
- quality standards e.g. BSI, CE
- verbal instructions

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Developed by Lantra

Version Number 2

Date Approved February 2019

Indicative Review Date February 2024

Validity Current

Status Original

Originating Organisation Lantra

Original URN Lantra

Relevant Occupations Fencing

Suite Fencing

Keywords components; materials; fencing; storage
