

**Unit L2****Establish plants outdoors**

Element L2.1 Prepare ground for establishing plants

Element L2.2 Establish plants in soil

**About this unit**

This unit is about planting, using established plants and seeds. You will be working under limited supervision only.

This unit may apply to following :

- grass
- woody plants
- herbaceous
- bedding plants
- seeds

The types of activities you will carry out may include:

- choosing, using and maintaining the equipment you need for the job
- clearing the site of debris and unwanted plants
- surface levelling
- preparing the ground using hand tools and powered equipment (for example, rotavator, tractor mounted equipment etc.)
- applying fertilisers by hand and distributor
- checking plant material to make sure it meets the planting specification
- transporting, handling and preparing the plant material
- planting to the correct position, depth and at the correct time by hand and with powered equipment (for example, seed drills)
- sowing seeds manually or mechanically
- watering and feeding by hand and using distributors
- weeding by hand or chemically
- providing supports and ties

Use of equipment and chemicals must meet the requirements of the law and industry codes of practice.

## Element L2.1 Prepare ground for establishing plants

### What you must be able to do:

- 1 select and use the **equipment** and **materials** you need to prepare the ground efficiently
- 2 ensure the **equipment** is correctly maintained before, during and after your work
- 3 **prepare** the ground in a way that is appropriate to the plants being established, the soil type and ground conditions
- 4 minimise damage, unnecessary waste and unwanted impact to the site.
- 5 maintain the health and safety of yourself and others at all times
- 6 store your **equipment** and **materials** safely and securely following use

### This standard covers:

#### A. **equipment:**

- (i) hand tools
- (ii) powered machinery

#### B. **materials:**

- (i) organic matter
- (ii) fertiliser
- (iii) soil amendments
- (iv) perennial weed herbicides

#### C. **prepare** the ground:

- (i) clearance
- (ii) minor levelling
- (iii) achieving correct tilth
- (iv) consolidation
- (v) provision of nutrients
- (vi) adjustment of pH

### What you must know and understand:

- (a) the equipment and materials necessary to clear and prepare ground for planting
- (b) the correct methods of using, maintaining and storing this equipment
- (c) the hazards arising from services on site and how to avoid these
- (d) the range of different clearance and preparation methods which may be used
- (e) how to achieve correct tilth, consolidation, pH and nutrient levels
- (f) how to identify a representative sample of plants relevant to your workplace
- (g) how to ensure that preparation is suitable to the plants, soil type, ground conditions. the type of site and ground and weather conditions.
- (h) the control of perennial weeds
- (i) how to minimise damage and unnecessary waste when working
- (j) what unwanted impacts to a site may occur when preparing ground and how to avoid them
- (k) the correct methods to deal with accidental damage and pollution
- (l) the relevant health and safety legislation and codes of practice

## Element L2.2      Establish plants in soil

### What you must be able to do:

- 1      select **plant material** as requested
- 2      transport, handle and prepare the **plant material** in a way that maintains its health and condition according to the prevailing conditions
- 3      select, use and maintain **equipment** efficiently and correctly
- 4      position the plant material and plant according to instructions / drawings
- 5      provide **aftercare** to meet the planting specification .
- 6      maintain the health and safety of yourself and others at all times
- 7      store your **equipment** and materials safely and securely following use

### This standard covers:

#### A. **plant material:**

- (i) established plants
- (ii) seeds

#### B. **equipment:**

- (i) manual
- (ii) powered

#### C. **aftercare:**

- (i) provision of water
- (ii) protection
- (iii) support
- (iv) initial pruning **or** cutting

### What you must know and understand:

- (a) how to transport and handle plants in a way which minimises damage and maintains health
- (b) how to test for pH
- (c) how to prepare plant material in a way that is appropriate to the plant and conditions
- (d) how to identify a representative sample of plants relevant to your workplace
- (e) how to select and use equipment safely and correctly for different plant types and conditions
- (f) the correct procedures for maintenance, cleaning and storage of tools and equipment
- (g) the importance of timing and seasonality to planting to encourage establishment and growth
- (h) how to select and provide nutrients appropriate to the plants
- (i) the correct timing for plants to achieve effective establishment
- (j) the correct positioning, depth support and aftercare for plants
- (k) the types of backfill materials and nutrients relevant to different types of plants and situations
- (l) the range of protection methods which may be used, for example anti-desiccants, tree guards and shelters
- (m) the importance of accurate records and labels
- (n) the relevant health and safety legislation and codes of practice

**Unit L5****Maintain the health of sports turf**

## Element L5.1

## Maintain the health of sports turf

**About this unit**

This unit is about maintaining the health of sports turf so that it is suitable for play. It covers dealing with weeds, moss, pests, diseases and other disorders. It is for members of staff who can carry out the work described under limited supervision only.

The typical tasks you would carry out to complete this unit include:

- inspecting the turf as requested
- identifying ill health and potential causes of ill health in sports turf
- controlling pests and diseases, weeds and moss in sports turf by physical, cultural and chemical methods using manual and powered equipment
- rectifying soil and environmental conditions likely to cause ill health in turf

Use of equipment and chemicals must meet the requirements of the law and codes of practice.

**Element L5.1      Maintain the health of sports turf**

**What you must be able to do:**

- 1 inspect the turf as requested
- 2 identify **conditions** that threaten the health of the sports turf
- 3 report these **conditions** to the appropriate people
- 4 apply treatments safely, effectively and without damage to surrounding areas, as instructed
- 5 dispose of waste material safely and with minimal environmental pollution
- 6 clean tools and equipment
- 7 store tools and equipment and materials securely

**This standard covers:**

**A. conditions:**

- (i) weeds
- (ii) pests
- (iii) diseases
- (iv) disorders
- (v) moss

**B. treatments:**

- (i) physical
- (ii) chemical
- (iv) cultural

**What you must know and understand:**

- (a) the reasons for controlling weeds, pests, diseases, moss and disorders on sports surfaces
- (b) how to identify the conditions listed.
- (c) sources of information on turf treatments
- (d) what effect these conditions have on sports turf and why it is important to deal with them promptly
- (e) who should be informed of conditions affecting sports turf and why
- (f) the effect of turf treatments and how to use these treatments effectively
- (g) what are the approved procedures for turf treatments and why it is important to follow these
- (h) why treatments should be applied in a timely fashion
- (i) the modes of action of five different pesticides
- (j) how to dispose of waste and unused materials safely and in an environmentally friendly way
- (k) how to clean and store tools and equipment needed to control conditions and why safety measures are important
- (l) the relevant pieces of legislation and codes or practice governing the control of these conditions and what their main points are

<b>Unit L6</b>	<b>Present, maintain and repair sports turf surfaces for play</b>
Element L6.1 Element L6.2	Present and maintain sports surfaces and facilities for play Renovate and repair sports turf surfaces
<p><b>About this unit</b></p> <p>This unit is about presenting sports turf surfaces so that they meet the requirements of a sport and a particular event. It also covers repairing and renovating the surface following play. It is for members of staff who can carry out the work described under limited supervision only.</p> <p>The typical tasks you would carry out to complete this unit include:</p> <ul style="list-style-type: none"> <li>- selecting, preparing and using equipment</li> <li>- preparing the sports turf surface by: <ul style="list-style-type: none"> <li>• mowing with powered equipment</li> <li>• irrigating using rotary, oscillating and pop up sprinklers</li> <li>• scarifying and verti-cutting using pedestrian controlled, ride-on and tractor mounted/trailed equipment</li> <li>• rolling using pedestrian or powered equipment</li> <li>• top dressing using manual and powered equipment</li> <li>• brushing using pedestrian controlled, ride on and tractor mounted/trailed brushes</li> <li>• setting out of sports equipment in accordance with the standard for the event.</li> </ul> </li> <li>- producing a surface with the desired speed, surface response to ball, animal or player, moisture content, grass cover, consolidation and trueness according to the requirements of the sport and standard for the event.</li> <li>- application of fertilisers by hand and distributor.</li> <li>- identifying, assessing and preparing correctly the surface in need of renovation and repair</li> <li>- renovating and repairing damaged areas according to the degree of damage and the type of surface by : <ul style="list-style-type: none"> <li>• over-seeding by hand and use of distributors</li> <li>• lifting of turf, patching and plugging by hand</li> <li>• forking up by hand</li> <li>• top dressing by hand and the use of distributors</li> </ul> </li> <li>- returning the surface to the correct standard for the sport and event.</li> </ul> <p>Use of equipment and chemicals must meet the requirements of the law and codes of practice.</p>	

**Element L6.1****Present and maintain sports surfaces and facilities for play****What you must be able to do:**

- 1 select the correct **tools and equipment** to **prepare** the surface
- 2 use **tools and equipment** safely and efficiently
- 3 clear surfaces of unwanted debris
- 4 **prepare** the playing surface so that it meets the requirements of the sport and the **standard** for the event
- 5 maintain the quality and appearance of surfaces
- 6 make markings which are clear and appropriate to the event
- 7 set out the sports equipment required by the rules of the sport and the standard of the event
- 8 keep waste to a minimum
- 9 clean **tools and equipment** and store them securely

**This standard covers:****A. tools and equipment:**

- (i) hand tools
- (ii) powered equipment

**B. methods to **prepare** the surface :**

- (i) mowing
- (ii) irrigation
- (iii) scarifying and verticutting
- (iv) rolling
- (v) top dressing
- (vi) brushing or switching
- (vii) aeration
- (viii) edging
- (ix) feeding
- (x) marking out sports surface
- (xi) setting out equipment

**C. aspects of the **standard** for the surface:**

- (i) speed
- (ii) surface response to a ball, animal or player
- (iii) moisture content
- (iv) grass cover
- (v) degree of consolidation
- (vi) trueness

**What you must know and understand:**

- (a) how ground conditions affect maintenance operations
- (b) how to select tools and equipment to present the surface for play
- (c) how to make safe and efficient use of this equipment
- (d) why it is important to clear surfaces of unwanted debris
- (e) how to ensure the surface is in a fit condition for maintenance
- (f) the importance of ensuring the surface meets the required standard and how to do so
- (g) the effects of climate and soil conditions on intensity, type and frequency of operations on turf on grass growth characteristics and playing surfaces
- (h) how to carry out marking appropriate to sports and events
- (i) how to set out sports equipment in a way which meets the needs of the sport and the standard of the event
- (j) why it is important to set out equipment correctly and what might happen if you do not
- (k) why it is important to keep unnecessary waste to a minimum
- (l) how to clean and store the equipment securely and correctly and why it is important to do so
- (m) the relevant legislation and codes of practice covering this area of work



## Element L6.2      Renovate and repair sports turf surfaces

### What you must be able to do:

- 1 inspect surfaces as requested
- 2 identify and assess surfaces in need of renovation and repair
- 3 select **renovation and repair methods** that are appropriate to the damage and the type of sports surface
- 4 select tools and equipment that are suitable for the repair job
- 5 use tools and equipment safely and efficiently
- 6 prepare the surface and use the selected **renovation and repair methods** safely and correctly
- 7 reinstate the surface so that it meets the requirements of the sport and the **standard** of the event
- 8 clean and store equipment securely and correctly

### This standard covers:

#### A. **renovation and repair methods:**

- (i) over-seeding
- (ii) hand lifting
- (iii) patching or plugging
- (iv) forking up
- (v) top dressing
- (vi) divotting

#### B. aspects of the **standard** for the surface:

- (i) speed
- (ii) surface response to a ball, animal or player
- (iii) moisture content
- (iv) grass cover
- (v) degree of consolidation
- (vi) trueness

### What you must know and understand:

- (a) why it is important to renovate and repair surfaces to the required standard and the consequences of not doing so
- (b) how to identify surfaces in need of renovation and repair
- (c) how to select the appropriate renovation and repair method according to degree of damage and the surface itself
- (d) the importance of thorough and appropriate preparation prior to renovation and repair and how to do so
- (e) how to ensure that the surface meets the requirements of the sport and the standard for the event
- (f) how to clean and store the necessary tools and equipment securely and correctly and the importance of doing so
- (g) the relevant legislation and codes of practice covering this area of work

<b>Unit L7</b>	<b>Present, maintain and repair artificial playing surfaces for play (groundsmen only)</b>
Element L7.1	Maintain the condition of artificial playing surfaces
Element L7.2	Repair and renovate artificial playing surfaces
<b>About this unit</b>	
<p>This unit is about making sure that artificial/synthetic playing surfaces are safe and meet the required standards for the sport. It is for members of staff who can carry out the work described under limited supervision only.</p>	
<p>The typical tasks you would carry out to complete this unit include:</p>	
<ul style="list-style-type: none"><li>- inspecting surfaces</li><li>- clearing and preparing surfaces for maintenance</li><li>- carrying out routine maintenance: brushing, luting, top-dressing, weed control, moss/algae control, frost protection</li><li>- using hand tools and powered equipment</li><li>- carrying out repairs and renovation, including: irrigation, marking out and the removal of contaminants</li><li>- safe disposal of waste materials</li><li>- routine cleaning, maintenance and storage of tools and equipment</li></ul>	
<p>Use of equipment and chemicals must meet the requirements of the law and codes of practice.</p>	

**Element L7.1      Maintain the condition of artificial playing surfaces**

**What you must be able to do:**

- 1      choose **tools and equipment** that are appropriate to the **surface** and the type of **maintenance** you will be carrying out
- 2      clear and prepare the surface for **maintenance**
- 3      carry out **maintenance** so that the quality and appearance of the **surface** is suitable for the sport
- 4      use your **tools and equipment** correctly and safely
- 5      keep unnecessary waste to a minimum
- 6      clean and safely store your **tools and equipment** so that they are ready for next use

**This standard covers:**

- A.    types of **surfaces**:
- (i)    hard porous water bound
  - (ii)   filled synthetic
  - (iii)  non-filled synthetic
- B.    types of **tools and equipment**:
- (i)    hand
  - (ii)   powered
  - (iii)  mounted
- C.    types of **maintenance**:
- (i)    brushing
  - (ii)   luting
  - (iii)  top dressing
  - (iv)  weed control
  - (v)   moss/algae control
  - (vi)  frost protection

**What you must know and understand:**

- (a)    the reasons for the different types of maintenance listed: brushing, luting, top-dressing, weed control, moss/algae control and frost protection
- (b)    the types of tools and equipment that you need for different maintenance operations
- (c)    how to use these tools and equipment safely and effectively
- (d)    how surface conditions affect maintenance operations
- (e)    why it is important to prepare the surface before carrying out maintenance
- (f)    the standard of appearance and quality that has to be achieved for the sport
- (g)    why it is important to keep waste to a minimum
- (h)    routine cleaning, maintenance and storage procedures for the types of equipment you use
- (i)    health and safety legislation and other requirements that are relevant to the maintenance operations

## Element L7.2      Repair and renovate artificial playing surfaces

### What you must be able to do:

- 1      carry out inspections as requested
- 2      identify any conditions that affect the quality of the **surface**
- 3      report these conditions to the relevant person
- 4      use a **method** to deal with these conditions that are appropriate to the condition and the surface
- 5      carry out **repairs and renovation** promptly and effectively
- 6      dispose of waste safely whilst keeping environmental pollution to a minimum
- 7      clean and safely store your tools and equipment so that they ready for next use

### This standard covers:

#### A. **surfaces:**

- (i)    hard porous water bound
- (ii)   filled synthetic
- (iii)  non-filled synthetic

#### B. **methods:**

- (i)    cultural
- (ii)   chemical

#### C. **repair and renovation:**

- (i)    marking out
- (ii)   brushing
- (iii)  renovation
- (iv)   irrigation
- (v)    debris removal
- (vi)  contamination removal
- (vii)  weed and moss control

### What you must know and understand:

- (a)    sources of information relating the materials and methods used to maintain surfaces, equipment and perimeters
- (b)    how to identify, select and obtain the materials, tools and equipment you need.
- (c)    the methods and techniques you should use to maintain surfaces, equipment and perimeters
- (d)    the standards of maintenance you should achieve
- (e)    the dangers of damage to the surrounding area and other features and how to protect against these
- (f)    why it is important to keep waste to a minimum
- (g)    why it is important to dispose of debris correctly and how to do so
- (h)    relevant standards, legal and regulatory requirements

<b>Unit L27</b>	<b>Use and maintain equipment and machines</b>
Element L27.1	Use equipment and machinery
Element L27.2	Carry out routine maintenance to equipment and machinery
<b>About this unit</b>	
<p>This unit is about using equipment and machinery correctly and safely, with due regard to manufacturers' instructions and legal and regulatory requirements. It also covers the routine, day-to-day maintenance of this equipment, before and after use. It is for members of staff who can carry out the work described under limited supervision only.</p>	
<p>The types of equipment and machinery included in this unit are:</p>	
<ul style="list-style-type: none"><li>- non-powered tools and equipment (for example hand tools, fertiliser distributors)</li><li>- hand held powered equipment (for example strimmers, hedge cutters, leaf blowers)</li><li>- pedestrian controlled powered equipment (for example rotary mowers)</li><li>- ride-on powered equipment (for example ride-on mowers)</li><li>- chippers and/or shredders</li><li>- routine maintenance could include oil change, spark plugs, wheels and tyres, drive belts, drive mechanisms, electrics, back-lapping, sharpening hand tools.</li></ul>	
<p>Use of machinery and equipment and all actions must meet the requirements of the law and relevant codes of practice.</p>	
<p><b>NB this unit does not cover the use of tractors or tractor-mounted equipment other than small lawn/compact tractors</b></p>	

## Element L27.1 Use equipment and machinery

### What you must be able to do:

- 1 select the correct item of **equipment and machinery** for the planned task
- 2 make sure that the **equipment and machinery** is safe and in good working order
- 3 select and use the correct personal protective clothing and equipment
- 4 set up and use the **equipment and machinery** in accordance with the manufacturer's instructions and legal regulatory requirements
- 5 ensure the safety of yourself and other people whilst operating the **equipment and machinery**
- 6 identify any problems with the **equipment and machinery** and take the correct **action**
- 7 clean and store the equipment correctly after use

### This standard covers:

#### A. **equipment and machinery:**

- (i) non-powered tools and equipment
- (ii) hand held powered equipment
- (iii) pedestrian controlled powered equipment
- (iv) ride-on powered equipment
- (v) chippers and/or shredders

#### B. **action:**

- (i) correct pre-use checks
- (ii) correct start-up procedure
- (iii) use appropriate work method
- (iv) correct stopping procedure
- (v) correct post-use operator maintenance
- (vi) reporting problems to a more competent colleague

### What you must know and understand:

- (a) how to select the correct items of machinery equipment for the tasks that you are responsible for
- (b) how to check the equipment and machinery and the types of pre-operational maintenance that you are required to carry out
- (c) the health and safety requirements that govern the use of the equipment and machinery in your area of responsibility
- (d) the main hazards associated with using the equipment and machinery in your area of responsibility
- (e) the manufacturer's instructions for the operation of the equipment and machinery in your area of responsibility
- (f) the types of problems that may occur with the equipment and machinery you work with and how to deal with each of these correctly
- (g) the principles of two and four stroke engines
- (h) the principles of lines of drive – clutch, v-belts, chains
- (i) types of protective clothing and the reasons why it must be worn
- (j) the correct ways of wearing personal protective equipment
- (k) the legal and regulatory requirements that govern the use of the equipment and machinery in your area of responsibility

**Element L27.2      Carry out routine maintenance to equipment and machinery**

**What you must be able to do:**

- 1      make sure the **equipment and machinery** is correctly prepared for safe maintenance
- 2      maintain **equipment and machinery** in accordance with manufacturers instructions, standard procedure and legislation
- 3      maintain health and safety in accordance with relevant legislation and codes of practice
- 4      minimise the escape of substances and dispose of **waste** in a safe manner and place
- 5      identify the need for advice and assistance and refer this matter to the appropriate member of staff

**This standard covers:**

**A.    equipment and machinery:**

- (i)    non-powered tools and equipment
- (ii)   hand-held powered tools
- (iii)  pedestrian controlled powered equipment
- (iv)  ride-on powered equipment
- (v)    chippers and/or shredders

**B.    wastes:**

- (i)    hazardous
- (ii)  non-hazardous

**What you must know and understand:**

- (a)    methods for maintaining equipment and machines
- (b)    the reasons for maintaining equipment and machinery and the possible consequences of not maintaining it correctly
- (c)    legislative requirements relating to the maintenance of equipment and machinery
- (d)    health and safety in relation to the maintenance of equipment and machines and the usage of the work area
- (e)    hazardous chemicals and substances which may be present and ways of minimising leakage
- (f)    safe and correct methods for disposing of waste materials
- (g)    levels of responsibility in relation to the maintenance of equipment and machinery and whom to go to for advice
- (h)    safe and suitable methods of storing tools, equipment and machinery

<b>Unit CU2</b>	<b>Monitor and maintain health and safety</b>
Element CU2.1	Monitor and maintain health, safety and security in the workplace
Element CU2.2	Maintain good standards of health and safety for self and others
<b>About this unit</b>	
<p>To maintain a healthy and safe working environment, you are required to take reasonable care for the health and safety of yourself and others who may be affected by your work. You are also required to co-operate with your employer to help them comply with their duties under health and safety legislation, and not interfere with or misuse anything provided for your health, safety and welfare. This unit applies to employees and volunteers working in the land-based sector.</p>	
<p>Your employer (or voluntary organisation) is under a legal duty to have a Health and Safety policy. Where they employ five or more people, this policy must be in writing. The policy should:</p>	
<ul style="list-style-type: none"><li>• be specific to your place of work</li><li>• state the general aims for employee health and safety</li><li>• describe the systems and procedures for ensuring health and safety of the workforce</li><li>• outline the various responsibilities of particular people.</li></ul>	
<p>Whether or not the policy is in writing, it is vital that you understand and acknowledge your responsibilities under the policy. This may include observing particular instructions and procedures, checking items of equipment, reporting accidents etc.</p>	
<p>Despite following the correct health and safety procedures, accidents and emergencies may still happen because of circumstances beyond your control or that of your organisation. You must be able to deal with such situations and follow the appropriate procedures. It is important that in all your activities you recognise the limit of your own competence and ask for help and advice when it is needed.</p>	



**Element CU2.1****Monitor and maintain health, safety and security in the workplace****What you must be able to do:**

- 1 identify health and safety **risks** in relation to the workplace
- 2 carry out specified measures to control **risks** and keep the appropriate people fully informed if such measures are inadequate
- 3 seek guidance on measures to control unfamiliar **risks** arising from non-routine work situations
- 4 give health and safety information to others in a manner likely to be understood
- 5 use equipment and materials in accordance with manufacturers' instructions and any organisational training
- 6 take the appropriate action without delay as soon as an emergency is suspected
- 7 dispose of **waste** safely and correctly
- 8 transport any equipment and materials safely and store them correctly at an approved location when not in use
- 9 maintain the security of the workplace in accordance with organisational requirements
- 10 keep any necessary records accurate, legible and complete

**This standard covers:**

- A. health and safety **risks** in relation to:
- (i) people
  - (ii) equipment and materials
  - (iii) the work area
- B. types of **waste**:
- (i) hazardous
  - (ii) non-hazardous

**What you must know and understand:**

- (a) organisational requirements with regard to ensuring the security of the workplace
- (b) your role and responsibilities for health and safety in the workplace under organisational policy and legislation
- (c) why inadequate measures to control risks should be reported and what corrective action needs to be taken
- (d) the importance of following manufacturers' and organisational instructions and the potential consequences and risks of not doing so
- (e) procedures for different types of emergencies relevant to the industry in which you are working
- (f) how the procedures to take for specific emergencies may be affected by your location
- (g) different types of fire extinguishers and their use, relevant to the area you work in
- (h) the different forms of waste and correct methods of disposal
- (i) how to transport and store equipment and materials safely
- (j) the relationship between security and safety within the workplace
- (k) any specific risks relevant to child safety from your work
- (l) how and why accidents should be reported

**Element CU2.2****Maintain good standards of health and safety for self and others****What you must be able to do:**

- 1 supply the necessary personal medical information in accordance with organisational requirements
- 2 use and care for the correct personal protective equipment and clothing assessed as being necessary for your work
- 3 use approved methods and handling equipment when moving and lifting items
- 4 maintain the necessary personal and workplace hygiene at all times
- 5 give accurate information about your whereabouts so that contact can be made if necessary
- 6 give health and safety information to others in a manner likely to be understood
- 7 behave in a way which minimises risks to yourself and others
- 8 perform your work in a manner which minimises environmental damage
- 9 take appropriate action where **incidents** affect the health and safety of yourself and others
- 10 report **incidents** without delay and fill out records accurately, legibly and completely

**This standard covers:****A. incidents:**

- (i) accidents which cause personal injury
- (ii) adverse changes in an individual's health which puts them at risk

**What you must know and understand:**

- (a) your role in maintaining your own health and safety
- (b) the types of personal protective equipment and clothing needed for your work and how they must be used, cleaned, stored, inspected and replaced
- (c) safe methods for moving and lifting items
- (d) the reasons for maintaining good personal and workplace hygiene relevant to your industry
- (e) the reasons for leaving information about your whereabouts when working in isolation or in remote locations
- (f) your own ability to deal with health and safety emergencies (e.g. not carrying out actions beyond your own capabilities) and the reasons for this
- (g) basic emergency first aid procedures
- (h) methods for minimising environmental damage during work
- (i) why accidents should be reported without delay and recorded in the appropriate document

<b>Unit CU5</b>	<b>Develop personal performance and maintain working relationships</b>
Element CU5.1	Maintain and develop personal performance
Element CU5.2	Establish and maintain effective working relationships with others
<b>About this unit</b>	
<p>This unit sets the standard for maintaining working relationships. The first element is about your personal performance within the workplace. This relates to achieving certain targets and finishing specific tasks. It also relates to the quality of your work. You will need to discuss your work with an appropriate person.</p>	
<p>The second element is about working effectively with other people. This includes communicating clearly, co-operating with others and helping to improve working practices. You may work closely within a team, or spend a significant amount of time working alone.</p>	

**Element CU5.1****Maintain and develop personal performance****What you must be able to do:**

- 1 carry out your work in accordance with your responsibilities and organisational requirements
- 2 seek advice from the appropriate person if clarification is required concerning specific tasks
- 3 agree **personal performance** targets with the appropriate person
- 4 agree your development needs and methods of meeting these needs with the appropriate person
- 5 develop your **personal performance** according to your agreed targets, development needs and organisational requirements
- 6 review **personal performance** with the appropriate person at suitable intervals

**This standard covers:**

- A. maintain and develop **personal performance** with regard to:
- (i) working to targets and completing specific tasks
  - (ii) quality of work

**What you must know and understand:**

- (a) the tasks and activities for which you are responsible
- (b) the limits of your responsibility in relation to specific tasks and activities
- (c) from whom you should obtain advice in relation to specific tasks and activities
- (d) the correct procedures for obtaining advice
- (e) the risks involved in not obtaining advice where you are unclear about specific tasks and activities
- (f) how to determine and agree development needs and personal targets
- (g) the reasons why personal performance should be reviewed

**Element CU5.2    Establish and maintain effective working relationships with others**

**What you must be able to do:**

- 1      establish and maintain effective working relationships with **others**
- 2      discuss opportunities to improve working practices with the appropriate person
- 3      carry out activities requiring co-operation with **others** in accordance with required procedures
- 4      deal with any disagreements/conflict effectively in an appropriate way
- 5      communicate with **others** in a way which supports effective working relationships

**This standard covers**

A.    **relationships with** others:

- (ii)    colleagues
- (iii)    supervisors and managers
- (iv)    persons external to the team, department or organisation
- (v)    people for whom English is not their first language.

**What you must know and understand:**

- (a)    the reasons why good working relationships are important
- (b)    the ways in which good working relationships can be maintained
- (c)    changes in working practices and why these should be supported
- (d)    methods of working effectively with others
- (e)    methods for dealing with disagreements/conflict within the workplace
- (f)    your levels of responsibility in relation to dealing with disagreements/conflict
- (g)    methods of communicating effectively
- (h)    the reasons why effective communication is important

<b>Unit CU11</b>	<b>Prepare and operate a tractor with attachments</b>
Element CU11.1 Element CU11.2	Prepare a tractor with attachments for operation Operate a tractor and its attachments
<b>About this Unit</b>  This unit sets the standard for the preparation and operation of a tractor with attachments. The competent use of a tractor with attachments requires considerable skill and knowledge. Attachments may include loaders, trailers and mounted implements.  It is vital that during the use of tractors you adhere to health and safety requirements at all times. You will need to use of warning signals correctly, and identify (and remove/avoid) hazards.  You will need to be able to use a tractor during a variety of weather conditions. These weather conditions will have an impact on the handling and use of the tractor. You will also need to be able to use tractors both on and off roads.	

**Element CU11.1      Prepare a tractor with attachments for operation**

**What you must be able to do**

- 1 carry out **pre-start checks and adjustments** in accordance with standard procedures
- 2 check the immediate work area for hazards and obstacles and take the appropriate action
- 3 use **attachments** that are suitable for the tractor
- 4 make sure that **attachments** are secure and safe
- 5 check that the work area is clear of people and animals immediately prior to the start of operations
- 6 use the correct warning signals immediately prior to the commencement of operations
- 7 carry out all work activities in accordance with health and safety legislation and codes of practice

**This standards covers**

**A. pre-start checks and adjustments:**

- (i) routine maintenance
- (ii) safety checks

**B. attachments:**

- (i) loaders
- (ii) trailers
- (iii) mounted implements

**What you must know and understand:**

- (a) the required pre-start checks and adjustments
- (b) health and safety in relation to the preparation and use of tractors
- (c) types of attachments and how they should be secured to the tractor
- (d) types of attachments that are safe for use with the vehicle and those that are not
- (e) conditions which should be taken into account when considering the use of attachments
- (f) current health and safety requirements in terms of the workplace
- (g) the correct use and duration of warning signals and indicators

**Element CU11.2****Operate a tractor and its attachments****What you must be able to do:**

- 1 conduct all movements of the vehicle safely, and consistent with the type of vehicle and operation
- 2 modify operating procedures to take into account any changes in weather and **ground conditions**, and types of **terrain**
- 3 deal with any hazards and obstacles encountered during the operation in accordance with standard practice
- 4 maintain the **efficiency of vehicle performance** through the appropriate handling and use of the vehicle
- 5 use **attachments** to the vehicle safely at all times
- 6 leave the vehicle safe after use and in a condition suitable to its future use
- 7 carry out all work activities in accordance with health and safety legislation, and codes of practice

**This standard covers****A. ground conditions:**

- (i) wet
- (ii) dry
- (iii) frost

**B. attachments:**

- (i) loaders
- (ii) trailers
- (iii) mounted implements

**C. efficiency of vehicle performance** through use of:

- (i) gears
- (ii) speed
- (iii) hydraulics
- (iv) coverage of ground

**D. terrain:**

- (i) hard surfaces
- (ii) soft surfaces
- (iii) slopes

**What you must know and understand**

- (a) the ways in which the vehicle should be manoeuvred, and how different weather and ground conditions must be taken into account
- (b) types of hazards which may be encountered and how these should be dealt with
- (c) the capabilities of the vehicle and the expected efficiency of vehicle operation
- (d) the safe use of attachments
- (e) the reasons why the vehicle should be left in a condition suitable for future use
- (f) current health and safety legislation, and codes of practice in relation to the preparation and use of tractors