



## **BRITISH DEER FARMS & PARKS ASSOCIATION**

**BRITISH DEER FARMS AND PARKS ASSOCIATION**

**DEER PARK ASSURANCE SCHEME**

**LEVEL 1 STANDARDS**



SAI GLOBAL ASSURANCE TEAM

Phone: 01908 249973

Email: [agrifood@saiglobal.com](mailto:agrifood@saiglobal.com)

**BDFPA Deer Park Assurance Scheme Level 1**

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## **BRITISH DEER FARMS AND PARKS ASSOCIATION (BDFPA)**

### **DEER PARK ASSURANCE SCHEME**

#### **LEVEL 1 STANDARDS**

The BDFPA is the representative body for Deer Farmers and Parks in the UK. The Association is involved in every aspect: Husbandry including welfare, Quality Assurance Standards, Political, Retailing, Shows, Open Days, Education and Work Experience Opportunities. The Association's aim is to share knowledge and best practice with the membership by encouraging parks as well as farms to join the Association and conform to its Quality Assurance standards.

#### **Introduction**

BDFPA owns the Park Venison Quality Assurance schemes for primary producers of venison from Parks. As a business operating in the park sector, you can apply to join the Scheme. The full details of the Scheme and the Standards can be found at [www.bdfpa.org](http://www.bdfpa.org)

BDFPA has contracted out the inspection and certification work for their schemes to a specialist independent third party, SAI Global® Assurance Services Limited. They can be contacted here:

SAI GLOBAL ASSURANCE TEAM

Phone: 01908 249973

Email: [agrifood@saiglobal.com](mailto:agrifood@saiglobal.com)

#### **Park Deer - definition**

- Extensive enclosed herd.
- Whole herd set stocked.
- Limited animal health inputs and winter feeding.
- Deer numbers managed by culling.
- Culling managed by trained hunter.
- Must adhere to statutory close seasons for respective species.
- Wild Game handling facility.
- Venison usually sold as wild game through game dealer or direct to a processor.

#### **How to join the scheme**

To join the scheme you can download a copy of the Standards and an application form from [www.bdfpa.org](http://www.bdfpa.org) Alternatively email [agrifood@saiglobal.com](mailto:agrifood@saiglobal.com) or telephone SAI Global® Assurance Services Limited on 01908 249973 to request the paperwork required.

## British Deer Farm & Parks Association

### Deer Park Quality Assurance Scheme Standards

#### Level 1

#### 1 Documents

Standard No	Document Record		Self Check
1.1	D	<ul style="list-style-type: none"> <li>Copy of current version of BDFPA Park Deer Quality Assurance Scheme Standards must be available to all staff.</li> </ul>	
1.2	D	<ul style="list-style-type: none"> <li>Copy of the Deer Initiative Good Practice Guide must be available to all staff. (Appendix 1)</li> </ul>	
1.3	D	<ul style="list-style-type: none"> <li>Copy of the FSA Wild Game Guide – revised June 2014 must be available. (Appendix 1)</li> </ul>	
1.4	R	<ul style="list-style-type: none"> <li>Current Risk Assessment (to include awareness of firearms safety issue, experience &amp; appreciate local public safety. Must be reviewed at least annually &amp; records kept of the review (Template in appendix 2)</li> </ul>	
1.5	R	<ul style="list-style-type: none"> <li>Public Liability Insurance appropriate for the business must be in place.</li> </ul>	
1.6	R	<ul style="list-style-type: none"> <li>Records of all movements of deer and venison on and off the park must be recorded. These records must include: <ul style="list-style-type: none"> <li>- ID number</li> <li>- Date of movement</li> <li>- Holding where the stock was moved from</li> <li>- Haulier's name and address</li> </ul> </li> </ul> <p>In addition, purchased stock must comply with a minimum residency of 60 days prior to slaughter</p>	

1.7	R	<ul style="list-style-type: none"> <li>• Live deer leaving the holding must be ear tagged</li> </ul>	
1.8	R	<ul style="list-style-type: none"> <li>• Deer leaving the holding as carcasses must be tagged to ensure traceability and a record kept of all tagging. These tags should include: <ul style="list-style-type: none"> <li>- Estate/location</li> <li>- Date shot</li> <li>- Time shot</li> <li>- Species</li> <li>- Sex</li> <li>- Remarks/ Comments - Damage</li> <li>- Estimated age of slaughter</li> <li>- Signed</li> <li>- Hunter's name</li> <li>- ID Number</li> </ul> </li> </ul>	
1.9	D	<ul style="list-style-type: none"> <li>• There must be an emergency plan of contingency procedures to deal with any emergencies that may influence deer health, welfare or food safety. This must be available to all staff. (Template in Appendix 3)</li> </ul>	
2.0	D	<ul style="list-style-type: none"> <li>• The Park must have a vermin control plan and vermin control records. Where poisons are used records of use, safety data sheets and a bait plan must be kept. (Template in Appendix 4)</li> </ul>	

## 2 Stockmanship & Training

Standard No	Document Record		Self Check
2.1	R	<ul style="list-style-type: none"> <li>Each Park must have a named individual responsible for health and welfare of all deer.</li> </ul>	
2.2		<ul style="list-style-type: none"> <li>All deer must be inspected by the person responsible at least once per day to check their health and welfare.</li> </ul>	
2.3	R	<ul style="list-style-type: none"> <li>Each Park must provide training for stockpersons in deer health and welfare. Training records of internal and external training must be kept.</li> </ul>	
2.4	R	<ul style="list-style-type: none"> <li>Each Park must ensure that staff are competent for the tasks they must carry out.</li> </ul>	
2.5	R	<ul style="list-style-type: none"> <li>New staff receive training for the tasks they have to undertake and are signed off as competent by the individual responsible for the health and welfare of all deer.</li> </ul>	
2.6	R	<ul style="list-style-type: none"> <li>Each Park must carry ongoing documented training records for all staff detailing internal &amp; external training. (Template in Appendix 5)</li> </ul>	
2.7	R	<ul style="list-style-type: none"> <li>Each member of staff involved in the shooting process must complete a refresher course annually. This can be a self-assessment course; however the process must involve target practice, and this must be approved by the most senior member of staff on site and signed off. All records must be kept in individual training files and should be made available on request. (Template for training document in Appendix 5)</li> </ul>	

### 3 Deer Biosecurity

Standard No	Document Record		Self Check
3.1	D	<ul style="list-style-type: none"> <li>A Documented Park Biosecurity plan must be drawn up. This must include controls for the management of risks to the park including minimising the risk of disease, procedures for management of rouge introduction of deer.</li> </ul>	
3.2	R	<ul style="list-style-type: none"> <li>It is recommended that regular (at least annual) deer counts are carried out and reconciled, and records kept.</li> </ul>	
3.3		<ul style="list-style-type: none"> <li>Park boundaries must be deer proof.</li> </ul>	

### 4 Park Facilities

Standard No	Document Record		Self Check
4.1		<ul style="list-style-type: none"> <li>Deer must have access to natural or artificial shelter or shade</li> </ul>	
4.2		<ul style="list-style-type: none"> <li>Stocking levels must be maintained to prevent overgrazing, poaching or other damage to the environment.</li> </ul>	
4.3		<ul style="list-style-type: none"> <li>Deer must not have access to hazardous materials or objects.</li> </ul>	

## 5 Deer Health & Welfare

Standard No	Document Record		Self Check
5.1		<ul style="list-style-type: none"> <li>The health and welfare of all deer must be always met. Calving must take place with minimal intervention, hinds must not be disturbed unnecessarily during the calving season and observed from a distance. If hind experiences issues during calving. Welfare management must be introduced i.e.. culling</li> </ul>	
5.2		<p>Advisory: If in an area that attracts public – place signs up to highlight the danger at calving time.</p> <p>All persons engaged on the park must have the knowledge and skill necessary to carry out their allocated tasks efficiently, safely and with a high regard for animal welfare.</p>	
5.3		<ul style="list-style-type: none"> <li>Management systems must be in place to deliver the requirements of the standards in line with relevant and current legislation and DEFRA Code of recommendations. The five freedoms as detailed below must be acknowledged and adhered to: <ul style="list-style-type: none"> <li>- Freedom from thirst and hunger</li> <li>- Freedom from pain, injury and disease</li> <li>- Freedom to express normal behaviour</li> <li>- Freedom from fear and distress</li> <li>- Freedom from discomfort</li> </ul> </li> </ul>	
5.4		<ul style="list-style-type: none"> <li>The management systems in place should demonstrate that the above five freedoms are adhered to.</li> </ul>	
5.5	D	<ul style="list-style-type: none"> <li>A Documented Park Deer Health &amp; Welfare plan must be drawn up – the plan should have improvement targets and be designed to deliver health and welfare benefits. (See guidance in Appendix 6)</li> </ul>	
5.6	R	<ul style="list-style-type: none"> <li>Ante-mortem notes of the health and condition of culled deer should be made by the person performing the cull or trained hunter (if the culler is accompanied). Notes of condition and any observed abnormalities within culled deer must be recorded. Post-mortems of unexplained natural mortality must be carried out and records of the findings must be kept.</li> </ul>	



5.7	R	<ul style="list-style-type: none"> <li>Records of ill health must be kept.</li> </ul>	
5.8	R	<ul style="list-style-type: none"> <li>No medicine should be used routinely in deer parks. In the event of any individual deer being treated then records must be kept of the purchase and use of any medicines and must be retained for 5 years. The individual deer must be clearly identified. All such medicines must be legally purchased under the authorisation of a suitably qualified person or from a registered supplier. Treatments include the use of tranquilisers or sedatives. (Template in appendices 7)</li> </ul>	
5.9	D	<ul style="list-style-type: none"> <li>Where any treatments have been administered, a declaration by the food business operator who reared the animals, stating the animal's identity and indicating any veterinary products or other treatments administered, dates of administration and withdrawal periods must accompany the slaughtered animals to the processor or game dealer.</li> </ul>	
5.10		<ul style="list-style-type: none"> <li>Where sick and or injured deer are identified they must receive immediate treatment. This will usually be by euthanasia. Deer that do not respond to treatment or require emergency euthanasia must be promptly and humanely euthanised by a trained and competent person.</li> </ul>	

## 6 Feed & Water

Standard No	Document Record		Self Check
6.1	D	<ul style="list-style-type: none"> <li>A documented feed plan must be maintained. (Template in appendix 8)</li> </ul>	
6.2		<ul style="list-style-type: none"> <li>Any feeding program must be adjusted in line with the outcome of the requirements of the deer, taking account of, for example, the condition of the grass in the park Taking account, stocking densities, weather and condition and weights of culled deer. It is recommended that condition scoring be carried out on a regular basis and the results recorded.</li> </ul>	
6.3		<ul style="list-style-type: none"> <li>Sudden changes in diet must be avoided. Changes in diet must be introduced gradually to avoid risk of digestive problems and even death. Adequate fibre should always be available to allow rumination and to help avoid acidosis.</li> </ul>	
6.4		<ul style="list-style-type: none"> <li>Diets must not contain antibiotics, hormones or other substances unless prescribed by a veterinary surgeon. Deer must have access to forage ad-lib. The bulk of the diet must come from natural forage, either from grazing or conserved forage, supplemented as necessary by concentrates, straights and commercial feeds. Diets must only contain products which are permitted by law to feed to livestock and must not contain any product of mammalian or avian origin.</li> </ul>	
6.5		<ul style="list-style-type: none"> <li>Producers must ensure all dry feeds are handled and stored in accordance with DEFRA codes of practice. All feed must be transported and stored in accordance with good practice to ensure that it does not become contaminated or spoiled. All feed must be transported and stored in accordance with the DEFRA Code of practice for the Control of Salmonella during the storage, handling and transport of raw materials intended for incorporation into, or direct use as, animal feeding stuffs [PB2202]. Rodents and other pests including birds, must be prevented from contaminating feed. The units' vermin control programme must be effective.</li> </ul>	
6.6	R	<ul style="list-style-type: none"> <li>Feed must be sourced from AIC assured supplier/Farm Assured (Red Tractor Assurance, Quality Meat Scotland (QMS), Scottish Quality Crops (SQC) or a Registered Organic Assured) source. Records must be kept of all purchased feed.</li> </ul>	

6.7		<ul style="list-style-type: none"> <li>Deer must have continuous access to an adequate supply of fresh clean water. Potable (drinkable) mains water should be used where it is available. To ensure an all-year round supply of fresh drinking water for the deer, a contingency plan for alternative supply in the event of supply failure, must be available (including details on testing requirements for potability).</li> </ul>	
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## 7 Shooting, Bleeding & Gralloching

Standard No	Document Record		Self Check
7.1		<ul style="list-style-type: none"> <li>Precautions must be taken to ensure public safety at shooting. Sensible precautions for public safety in the area must be taken into account.</li> </ul>	
7.2	D	<ul style="list-style-type: none"> <li>Each Park must have a documented culling plan. This must include total stock number, cull targets and culls achieved, along with species, age, sex.</li> </ul>	
7.3	D	<ul style="list-style-type: none"> <li>Culling must take place within the requirements of the Deer Act 1991 (appendix 1)</li> </ul>	
7.4	R	<ul style="list-style-type: none"> <li>All culls must be carried out or supervised by a suitably qualified person. Example of a suitable qualification is a DMQ DSC Level 1, LANTRA Level 2 in Wild Game Meat Hygiene or an HNC in Gamekeeping and Wildlife Management or equivalent.</li> </ul>	
7.5	R / D	<ul style="list-style-type: none"> <li>The person carrying out the cull must have a valid firearms certificates, use a firearm of a legal calibre and use legal ammunition. (template in appendix 9)</li> </ul>	
7.6		<ul style="list-style-type: none"> <li>Procedure for process – Check for death by checking for lack of eye reflex, begin carcass inspection for any type of contaminate and/or any signs of injury and disease.</li> </ul>	
7.7		<ul style="list-style-type: none"> <li>The gralloching process should carried out as soon as possible after cull, &amp; certainly within 1 hour. All gralloching procedures must adhere to Best Practice Principles (template in Appendix 9).</li> </ul>	

7.8	D	<ul style="list-style-type: none"> <li>• Ante and post-mortem inspection must be carried out and findings recorded for all deer culled. Any unusual behaviour must be recorded on a trained person declaration to an AGHE and should in any case give rise to concern that the animal may not be healthy. Procedures must be in place for when a notifiable disease is suspected. (template in appendix 9)</li> </ul>	
7.9		<ul style="list-style-type: none"> <li>• Bleeding of the animal should commence as soon as possible, and where it fell unless it is appropriate to move carcass away from area of public access.</li> </ul>	
7.10		<ul style="list-style-type: none"> <li>• All bleeding should be completed using a thoracic bleed using a sharp knife at least 5 inches in size in order to reach the aorta.</li> </ul>	
7.11		<ul style="list-style-type: none"> <li>• The gralloching procedure can be completed either in park or within the larder. Larder gralloching is encouraged to avoid any public display. In addition to minimise contamination interference. If park gralloching is undertaken, ensuring all traces are disposed of in accordance with legislation is essential.</li> </ul>	
7.12		<ul style="list-style-type: none"> <li>• The oesophagus must be either tied or contained in a manner to prevent stomach contents leaking into the chest cavity.</li> </ul>	
7.13		<ul style="list-style-type: none"> <li>• Opening the stomach cavity can be completed in two separate ways (See Best Practice for more information). Either way in which the process is completed, the focus must be on limiting the level of contamination of the carcass. Care must be taken not to puncture the intestines or the stomach at this point.</li> </ul>	
7.14		<ul style="list-style-type: none"> <li>• Freeing the rectum and removing the gut both pose high risk in terms of contamination. Ensure that the contents of the rectum have been encouraged out and avoid puncturing the bladder. Again, avoiding the bladder is required when removing the gut to avoid any contamination.</li> </ul>	
7.15		<ul style="list-style-type: none"> <li>• The gut should be inspected once the food pipe has been freed. Ensure that care is taken to not unravel the oesophagus.</li> </ul>	
7.16		<ul style="list-style-type: none"> <li>• Carcasses must be transported to the larder as soon as possible after shooting/gralloching</li> </ul>	

7.17		<ul style="list-style-type: none"> <li>• Vehicles used to transport carcasses must be constructed to ensure carcasses are transported in hygienic conditions.</li> <li>• When extracting carcasses manually the safety of the operator is paramount. Minimise the risk of injury and physical effort where able.</li> </ul>	
7.18		<ul style="list-style-type: none"> <li>• The Manual Handling Operations Regulations 1992 (as amended)<sup>1</sup> establish clear steps for dealing with risks from manual handling for employees. These are: avoid hazardous manual handling operations so far as reasonably practicable assess any hazardous manual handling operations that cannot be avoided reduce the risk of injury so far as reasonably practicable.</li> </ul>	
7.19		<ul style="list-style-type: none"> <li>• Where possible gralloched carcasses should be extracted without dragging to reduce contamination risk</li> </ul>	
7.20		<ul style="list-style-type: none"> <li>• Ensure that vehicles and associated equipment are in good working order, well maintained and regularly checked and serviced. Any equipment that is used for lifting operations will need to comply with the Lifting Operation and Lifting Equipment Regulations (1998). Modifications made to machine/vehicle(s) should not invalidate existing insurance cover or constitute a potential hazard to the operator.</li> </ul>	
7.21		<ul style="list-style-type: none"> <li>• Ensure that all carcass carrying areas are made of impermeable material and cleaned before and after use and disinfected regularly with food-safe products. Preferably carcasses will be carried in a container dedicated to that use only. Before using any cleaning chemicals, the operator must read, understand and comply with any label instructions and warning labels. Keep dogs, fuel and all other potential contaminants in a separate part of the vehicle or in containers separate from carcasses. Cover loads where carcasses may become contaminated with dust, mud or water.</li> </ul>	
7.22		<ul style="list-style-type: none"> <li>• Stacking of carcasses is strictly forbidden</li> </ul>	

## 8 Larder design & facilities

The Deer Initiative Best Practice Guide gives clear guidance of the legal requirements (Regulation EU 852/2004 & Regulation EU 853/2004) for larders. The sections that should specifically be referred to relating to this section are larder design and larder hygiene and safety. Links to those sections are below:

<http://www.thedeerinitiative.co.uk/uploads/guides/139.pdf> & <http://www.thedeerinitiative.co.uk/uploads/guides/140.pdf>

Standard No	Document Record		Self Check
8.1	R	<ul style="list-style-type: none"> <li>Larders must be designed, constructed and maintained to enable all game to be stored in a clean hygienic condition, free from contamination.</li> <li>All surfaces (including surfaces of equipment) in contact with food must be maintained in a sound condition and be easy to clean and disinfect. This requires the use of smooth, washable and nontoxic materials such as stainless steel, galvanised steel, aluminium, enamel or hardwood.</li> <li>The larder must have adequate natural or artificial lighting. Lighting must be fitted with protective covers to avoid the risk of glass contamination.</li> <li>An adequate supply of potable water must be available. If the supply is not mains water a current water test certificate must be available for inspection.</li> </ul>	
8.2		<ul style="list-style-type: none"> <li>Wash basins with hot and cold (or mixed) water must be provided and located in the larder. Taps must be arm, knee or foot operated. Materials for cleaning hands and hygienic drying (e.g., paper towels) must be provided.</li> </ul>	
8.3		<ul style="list-style-type: none"> <li>All larders must have access to a properly equipped first aid kit.</li> </ul>	
8.4		<ul style="list-style-type: none"> <li>The larder could be a standalone structure or utilise an existing building. The site should have access to a source of electricity and potable water at good pressure. permit waste water drainage by an approved means have good vehicular access and room to work safely be reasonably secure, possibly screened from sight, if possible, be in the shade to avoid large temperature fluctuations allow for future expansion if required.</li> </ul>	

8.5		<ul style="list-style-type: none"> <li>Adequate ventilation should be provided and should be based on the principle of a large volume of air moving slowly through the work areas. Air inlets/outlets, door and window openings should be screened to prevent entry from insects. Ventilation equipment should be resistant to corrosion. Carcasses should be hung to allow free flow of air between them. Where a larder is reliant on forced ventilation some provision should ideally be made for natural ventilation during down times in order to prevent stagnant air and mould.</li> </ul>	
8.6		<ul style="list-style-type: none"> <li>The size and design of the larder should consider the number of carcasses it will be required to hold, and the number of people expected to be working at any one time. Ideally a space of at least 1 metre should be allowed around a carcass for working on it. In the storage area a gap of least 20cm should be allowed from wall to carcass and at least 15cm between carcasses.</li> </ul>	
8.7		<ul style="list-style-type: none"> <li>The outside area should provide a hard standing which drains well and can be easily washed. This is particularly important immediately outside the larder entrance/exit. Outside lighting is strongly recommended.</li> </ul>	
8.8		<ul style="list-style-type: none"> <li>A single-phase supply is adequate but if an industrial three phase supply could be used if available. All fittings must be suitably insulated and waterproofed.</li> </ul>	
8.9		<ul style="list-style-type: none"> <li>Potable (drinkable) mains water should be used where it is available. If an alternative supply is to be utilised it will need to be routinely tested annually for quality and water pressure and must be available all year round.</li> </ul>	
8.10		<ul style="list-style-type: none"> <li>The cheapest acceptable flooring is concrete however other materials are available, such as polymer coating or tiles. Paint is not recommended unless specifically designed for the purpose. The floor must be non-slip, anti-corrosive and all joints and junctions with walls etc should be sealed. Floor surfaces should be in sound condition and be easy to clean and disinfect. To enable drainage, floors should have a fall of around 1 in 60 to suitably located drains with such falls constructed to ensure that water does not flow into other work areas. Drain gullies running the length of the floor are more efficient than single drain inlets. Drain inlets should incorporate debris traps with no bigger than 6mm mesh that are easy to clean. Internal drains should link to external drainage to permit waste water drainage by an approved means</li> </ul>	
8.11		<ul style="list-style-type: none"> <li>Surfaces should be in a sound condition and be easy to clean and disinfect. Walls should use impervious, non-absorbent, washable and nontoxic materials and require a smooth surface up to a height appropriate for the operations unless larder operators can satisfy their Local Authority that other materials used are appropriate. It</li> </ul>	

		<p>is recommended that angles and corners should be covered to prevent accumulation of contaminants, joints and edges are sealed and non-corrodible metal or plastic sheeting is used on walls at points subject to impact damage.</p>	
8.12		<ul style="list-style-type: none"> <li>The roof must allow sufficient height to suspend carcasses and to allow for adequate ventilation. Ceilings are recommended. Overhead fixtures should be constructed and finished to prevent the accumulation of dirt, reduce condensation, and prevent the growth of undesirable mould and the shedding of particles.</li> </ul>	
8.13		<ul style="list-style-type: none"> <li>Overhead rails maximise hanging space and ease carcass handling. Rails should be easily and safely accessible, using a hoist for larger deer. The height of rails should allow carcasses to hang with adequate floor clearance. Ideally a rail will extend out of the larder to the pick-up/drop off point. Hoists and winches must be easily cleaned and constructed so that contaminants such as grease will not come into contact with carcasses.</li> </ul>	
8.14		<ul style="list-style-type: none"> <li>Windows are not essential but where fitted should be constructed to prevent the accumulation of dirt. Those which can be opened should be fitted with pest/insect-proof screens which can be easily cleaned. Frames should be impermeable and non-corroding.</li> </ul>	
8.15		<ul style="list-style-type: none"> <li>Doors and work surfaces should be easy to clean and disinfect. This will require the use of smooth and non-absorbent surfaces unless larder operators can satisfy their Local Authority that other materials used are appropriate. Doors must prevent ingress of pests when closed</li> </ul>	
8.16		<ul style="list-style-type: none"> <li>Natural light is not usually sufficient. Artificial light must be bright enough to enable safe working and carcass inspection. Lights are best placed in the ceiling and should be in shatterproof guards. All fittings must be waterproof.</li> </ul>	
8.17		<ul style="list-style-type: none"> <li>Adequate and separate facilities should be provided for hand washing and the cleaning, disinfecting and storage of equipment. These facilities should be constructed of corrosion-resistant materials, be easy to clean and have an adequate supply of hot and cold water. Sinks should be ducted to a closed, trapped drain.</li> </ul>	



8.18		<ul style="list-style-type: none"> <li>All materials, surfaces and equipment should: be easily cleaned, allowing for no crevices or angles that allow contamination to accumulate. Not be of bare timber (although undamaged wood may be acceptable for chopping boards) be unaffected by water, disinfectants, detergent, blood and fat.</li> </ul>	
8.19		<ul style="list-style-type: none"> <li>Hot and cold water with non-hand operated taps. A stainless steel sink for cleaning equipment. a stainless steel wash hand basin with liquid soap and disposable paper towels hose for floor washing, preferably with variable jet nozzle knives. Minimum 5 inches long, plastic handle with scabbard and means of sharpening butchering saw (and scabbard) or equivalent plastic buckets and offal bins with lids marked "unfit for human consumption" stainless steel hooks and gambrels, chest spreaders if required broom and brushes for cleaning food safe detergent and hard surface cleaner weighing scales means of recording carcass data, tags as appropriate winch/hoist for larger deer (these should be easily cleaned and constructed to prevent contaminants such as grease from coming into contact with carcasses) suitable clean clothing e.g. waterproof boots, aprons/ gowns, chain mail glove, hat first aid kit.</li> </ul>	
8.20		<ul style="list-style-type: none"> <li>Other equipment: UV fly trap (essential unless flies can be prevented by other means) variable outlet hose gun stainless steel rack for pluck/head inspection (or use hook) stainless steel work surface (if room available) stainless steel cradle or bench.</li> </ul>	
8.21		<ul style="list-style-type: none"> <li>Where chillers are unavailable carcasses must not remain in the larder for more than 18hrs, and this period must not exceed 12 hours when the outside temperature is &gt;7 degree centigrade. Temperature in the larder (and chiller if there is one)</li> </ul>	
8.22		<ul style="list-style-type: none"> <li>Once the carcasses have been gralloched the temperature may rise, this is inevitable in the preparation area but the effect can be reduced in the storage area by allowing carcasses to cool before transferring them to the chiller.</li> <li>Carcasses should be refrigerated using chiller facilities to 7°C within 24 hours off killing. It is essential that the cooling process is gradual to ensure the quality and tenderisation of the meat. After this point carcasses should be refrigerated (using a chiller) between 1 and 3°C but must not be frozen. It is acceptable for a carcass to cool naturally to below 7°C if ambient temperatures allow, but active chilling will have to be considered if not. Once chilled the carcass should not be allowed to warm above 7°C again.</li> </ul>	

8.23	R	<ul style="list-style-type: none"> <li>Unless you can guarantee that a carcass can reach a game dealer(or other premises with chill facilities) while cooling down to or at the required temperature, you will have to consider active chilling unless ambient air temperature ensures that the correct temperatures are maintained. All larders with a chill facility must be adequately insulated. It is recommended that proprietary insulated materials and chiller units are used for larger larders although for single carcasses, simple, standalone chill cabinets may be adequate. Chill rooms should have the same design criteria as the larder and ideally link with it via the rail system. For individual carcasses a chill cabinet might be adequate.</li> </ul>	
8.24		<ul style="list-style-type: none"> <li>All Deer chillers must have 24 hour temperature check log. This must be documented either manually or electronically.</li> </ul>	
8.25		<ul style="list-style-type: none"> <li>When new carcasses are brought into the larder the temperature may rise, this is inevitable in the preparation area but the effect can be reduced in the storage area by allowing carcasses to cool before transferring them. Temperature should be checked every 24 hours when the storage area is in use.</li> </ul>	

## 9 Larder Hygiene & Documentation

Larder work relates to the storage of primary products i.e. Skin on carcasses that have been gralloched and skinned carcasses.

EU and UK hygiene legislation places obligations on all food businesses to apply good hygiene practices and food safety management procedures. These should be based on hazard analysis and critical control point (HACCP) principles.

Therefore, all carcasses must be handled and stored in the larder in accordance with current food hygiene legislation.

Standard No	Document Record		Self Check
9.1		<ul style="list-style-type: none"> <li>Carcasses must be handled and stored in the larder in accordance with current food legislation.</li> </ul>	
9.2	D	<ul style="list-style-type: none"> <li>All Deer Larders must be registered with Local Authorities as Food Business Operators.</li> </ul>	
9.3	D	<ul style="list-style-type: none"> <li>All Deer Larders must have a written hygiene hazard assessment plan. (A sample plan is available in Appendix 10)</li> </ul>	
9.4	D	<ul style="list-style-type: none"> <li>All Deer Larders must have a current HACCP control plan in place, illustrating all Critical control points on park (CCP's). (See Appendix 11-13 for HACCP structure)</li> </ul>	
9.5	R	<ul style="list-style-type: none"> <li>Personal hygiene of all employees and visitors to the larder must be attended to regularly. Routine hygiene must be documented in the Hygiene Hazard assessment plan. A visitor record must be kept. (Template of a visitor's declaration sheet in appendices 12 &amp; 13).</li> </ul>	
9.6	R	<ul style="list-style-type: none"> <li>Larder premises must always be clean and hygienic before any fresh carcasses are hung. No waste water must be allowed on work surfaces. A cleaning schedule must be completed and adhered too when in use, all areas of larder must be disinfected and thoroughly cleaned after each use. A deep clean must be completed weekly, this must be documented and kept available. (see Appendix 14-16 for cleaning schedule)</li> </ul>	
9.7		<ul style="list-style-type: none"> <li>Each larder must have adequate facilities for the cleaning and disinfection of work tools and equipment. These facilities must be easy to keep clean. Where hot water sterilisation is used these facilities must be constructed of stainless steel. Where alternative means of sterilisation are used, including UV sterilisers, suitable alternatives to stainless steel may be used. Food safe chemical cleaning agents must be available. Fibre ropes must not be used</li> </ul>	

9.8	D	<ul style="list-style-type: none"> <li>An inspection of the carcass must be carried out to ensure suitability for human consumption. Any suspected contamination, disease, abnormality or notifiable infection must be brought to the attention the processor, the Animal &amp; Plant Health Agency (APHA) and detailed on the trained person declaration.</li> </ul>	
9.9		<ul style="list-style-type: none"> <li>Each larder must have a documented plan detailing actions to be taken in the event of a notifiable disease is suspected. This should include contact details for the Animal &amp; Plant Health Agency (APHA), Animal Health Inspector, Chief Environmental Health Officer.</li> </ul>	
9.10		<ul style="list-style-type: none"> <li>In the event that a notifiable disease is suspected advice must be sought as to whether the carcasses should be moved from the place of despatch. In all cases the carcass must be retained outside the larder, in secure storage with the head, pluck and gralloch away from other carcasses.</li> </ul>	
9.11	R	<ul style="list-style-type: none"> <li>Carcasses must be weighed and labelled using approved labels to ensure traceability and comply with current Food Hygiene Legislation.</li> <li>Carcasses hung in a larder or chiller unit must not touch one another to allow free circulation of air.</li> </ul>	
9.12		<ul style="list-style-type: none"> <li>A larder must not be used for the storage of other game at the same time as eviscerated deer, unless using a designated area to prevent cross contamination which can be clearly monitored.</li> </ul>	
9.13		<ul style="list-style-type: none"> <li>Larder records for all carcasses must be kept including losses from disease and post mortem reports. Larder records must demonstrate traceability by recording a dedicated label number, where the deer was shot, the date and time of cull and the date and time of entry into the larder and chiller.</li> </ul>	
9.14	R	<ul style="list-style-type: none"> <li>Records detailing the despatch of deer from the larder must be kept. These must detail the dedicated label number for each deer, time and date of uplift, and destination.</li> </ul>	
9.15		<ul style="list-style-type: none"> <li>The larder should be in a clean state having been through the end of session or deep clean procedures described below. Any dirty carcasses should be gralloched once washed in the larder facilities as opposed to in park to minimise contamination risk.</li> </ul>	

9.16	R	<p>Mud and other soiling should not be brought directly into the larder but the hide washed down before entering, taking care not to contaminate breaks in the skin such as the sticking point, bullet wound and gralloching cuts.</p> <ul style="list-style-type: none"> <li>• During use, do not allow blood, waste material and hair to build up on surfaces or equipment as carcasses are processed. Ensure that the larder floor/walls and 'in-use' knives and scabbards are visibly clean between dressing each carcass or when heavily soiled. Avoid splashing carcasses as you clean. Place waste, including heads and legs, in impervious containers with well fitting lids. Mark these containers 'Not fit for Human Consumption'.</li> </ul>	
9.17		<ul style="list-style-type: none"> <li>• A larder must not be used for the storage of other game at the same time as eviscerated deer, unless using a designated area to prevent cross contamination which can be clearly monitored.</li> </ul>	
9.18		<ul style="list-style-type: none"> <li>• Adequate facilities must be in place to ensure pests are monitored and controlled. Dogs, insects, equipment and anything else that could cause contamination must be kept out of the larder.</li> </ul>	
9.19	R	<ul style="list-style-type: none"> <li>• The larder and chiller must be cleaned and disinfected using food safe disinfectants as soon as possible after the carcasses have been uplifted. Chemicals other than those in immediate use must be stored in a secure area outside the larder and in line with the manufacturers' recommendations. (Template for record of chemicals in appendix 11).</li> </ul>	

## 10 Disposal of waste

Standard No	Document Record		Self Check
10.1	R	<ul style="list-style-type: none"> <li>Organic waste must be put in specially provided and identified waste containers which are leak proof and covered. They must be always kept clean and hygienic. Waste must not be put on the floor.</li> </ul>	
10.2		<ul style="list-style-type: none"> <li>Disposal of organic and inorganic waste must comply with legislation. Records of disposal of all waste must be kept for 3 years.</li> </ul>	
10.3		<ul style="list-style-type: none"> <li>Liquids and other farm waste must be disposed of in accordance with current legislation. Liquid waste and products which could potentially cause pollution or contamination, for instance disinfectants must be correctly and safely stored. All chemicals, detergents and drugs must be used, stored, labelled and disposed of correctly. oils, fuels, paper, herbicides, insecticides must be disposed of in accordance with current industry guidelines. Records of disposals must be kept.</li> </ul>	
10.4	R	<ul style="list-style-type: none"> <li>Fallen stock must be disposed of safely and in accordance with current legislation. Records of deaths and disposals must be kept. We advise that all fallen stock should be kept in a specific contained area and should be covered over awaiting disposal to avoid public viewing or any predators.</li> </ul>	

## 11 Complaints

Standard No	Document Record		Self Check
11.1	R	Under ISO 45011 and ISO/IEC 17065, where a complaint has been made relating to compliance with certification requirements, a complaints register must be in place and completed as per 2.6 and 12.1 of the LR Scheme Regulations. These require that there must a complaints record and if a written complaint is received it must be recorded. The record must include the name of the complainant, the date, the action taken. This includes complaints from game dealer and processors. (Template in appendix 14)	

## **Appendix 1**

### Essential Documents.

The Deer Initiative Good Practice Guide

[http://www.thedeerinitiative.co.uk/best\\_practice/](http://www.thedeerinitiative.co.uk/best_practice/)

The Wild Game Guide – revised December 2017

<https://www.food.gov.uk/business-guidance/wild-game-guidance>

Deer Farming – Health & Welfare

<https://www.gov.uk/government/publications/deer-on-farm-welfare/caring-for-deer>

Deer – Code of Recommendations for the Welfare of Livestock

<http://adlib.everysite.co.uk/adlib/defra/content.aspx?doc=12757&id=12758>

Deer Act 1991 as amended

<http://www.legislation.gov.uk/ukpga/1991/54/crossheading/offences-relating-to-deer>

## Appendix 2

## Risk assessment Form

No	Hazard	Who is at risk	Control	Further Action	Likelihood (1 – 10) *	Severity (1 – 10) *	Person responsible	Completion Date	Completed
1 (e.g.)	Accidental discharge of firearm	Self, accompanying persons, public	Follow safety advice from sources such as Best Practice Guidance and DSC Qualifications	Ongoing training updates			Park manager, any person in charge of firearms	Ongoing	Ongoing

- Likelihood 1 = would not happen, 10 – would always happen
- Severity 1 = no risk of injury/harm, 10 = fatal



**Appendix 3****EMERGENCY CONTACT DETAILS**

Park Name: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

OS Grid Reference: \_\_\_\_\_

Person Responsible for Deer: \_\_\_\_\_

Contact number: \_\_\_\_\_

Local Vet Practice: \_\_\_\_\_

-

Animal &amp; Plant Health Agency (APHA): \_\_\_\_\_

Local Animal Health Office: \_\_\_\_\_

Environmental Health Office: \_\_\_\_\_

Local Authority/Trading Standards: \_\_\_\_\_

Local Police: \_\_\_\_\_

Fire Station/Police/Ambulance: \_\_\_\_\_ 999

Doctors Surgery: \_\_\_\_\_

Game Dealer: \_\_\_\_\_

Environment Agency / SEPA: \_\_\_\_\_

**Appendix 4****Rodent control records**

Date Checked	Bait Type	Location 1	Location 2	Location 3	Location 4	Location 5	Observations	Signed

## Appendix 5

### CPD/Training Record 2020

Name:			
Position			
Training (topic/procedure/description)	Date	Trainer Person or organisation providing training or event	Qualifications achieved (if applicable)
<i>Park Deer Health plan review</i>	<i>05/08/14</i>	<i>John Smith (Vet)</i>	<i>n/a</i>

## Appendix 6

Guidance to Deer Park keepers in drafting a Health and Welfare Plan as required by standard 5.2.

It is not possible to treat ill health in a herd of park deer in the same way as you would treat sick livestock i.e. cattle, sheep and pigs or even farmed deer. Park deer are not normally able to be handled and even if they are, administration of any medicines is very unlikely to be helpful or appropriate. The alternative of providing drugs as 'in-feed' treatment is also not good practice except in extreme situations.

Instead park keepers must use more simple but often more skilful and demanding techniques. They must learn to condition score their deer at different times of the year and adjust the stocking density to ensure that deer are in good condition especially at the outset of winter. The culling of deer to remove hinds which are not breeding and surplus stags is the art of good park management. The other tool open to park keepers is winter feeding which should be started in good time. Associated with feeding the deer is the creation and maintenance of good pasture.

In addition deer keepers must weigh their deer carcasses and must keep records of carcase weights and any abnormalities they find within the carcase. The deer keeper who is familiar with the appearance of the deer inside and out is the best person to recognise any abnormalities.

The BDFPA have produced a chart to help deer keepers to condition score their deer even if they cannot put their hands on them. This suggests classifying deer as 1 (very lean); 2 (lean); 3 (prime); 4 (fat) and 5 (over fat). With practice it should be possible to achieve consistency and if the deer are scored at the same time each year decisions can be made regarding the levels and timing of feeding.

The Plan.

- Count the deer noting sex and age (adult, yearling, calf) every month for each species.
- Condition score a representative sample of the deer every three months or more often.
- Take note of larder weights of deer of each age and sex class and compare with previous years.
- Create a culling plan based on the above records.
- Create a feeding plan based on the above records.
- Create and maintain good pasture taking advice if necessary.

**Appendix 7****Purchase and Disposal of Veterinary Medicines**

Date of purchase or disposal	Name & quantity of veterinary medicine purchased	Batch number	Expiry date	Withdrawal period – meat	Name & address of supplier	Quantity of product disposed	How and where disposed.

## Appendix 7

### Record of Veterinary Medicines Treatments

Date of use	Name of medicine used	Reason for treatment	ID of individual or group treated	Batch number	Expiry date	Withdrawal period – meat	Total quantity of medicine used	Initials of person who administered treatment

## Appendix 8

### Deer Feed Plan Template

Please note that this is an example only and commercially produced feed plans by feed companies or feed advisors are equally acceptable to the scheme. This is primarily for you to draw up to ensure that your deer receive their normal daily diet to maintain body condition and without any upset to health - as you would do, should you be going on holiday and require someone else to feed your stock.

Park/Field	Type of Fodder Hay/Silage/Straw	Type of Concentrate Deer Rolls	Other Minerals	Notes Frequency of Feeding
<b>Example</b>  <i>West Park</i>	<i>Big Bale Silage</i>	<i>50 kgs deer rolls through snacker</i>	<i>Minerals Free Access</i>	<i>Silage - fed daily</i>  <i>Concentrate fed 1X daily</i>  <i>Check that fresh water is available – daily.</i>

**Appendix 9****DEER CULL DATA RECORDING SHEET – MALES****Park****Stalker**

Number	Date & time shot	Time of Gralloch	Time Into Larder & chiller	Species	Location	Firearm and ammunition used	Bullet placement	Age years	Antler points (L & R)	Shot by	Weight to dealer	Comments Notes Abnormal behaviour



**Appendix 9****DEER CULL DATA RECORDING SHEET – FEMALES****Park****Stalker**

Number	Date & time shot	Time of Gralloch	Time Into Larder & chiller	Species	Location	Firearm and ammunition used	Bullet placement	Age years	In calf/ In milk	Shot by	Weight to dealer	Comments Notes Abnormal behaviour

**Appendix 10****Hygiene Hazard Assessment Plan**

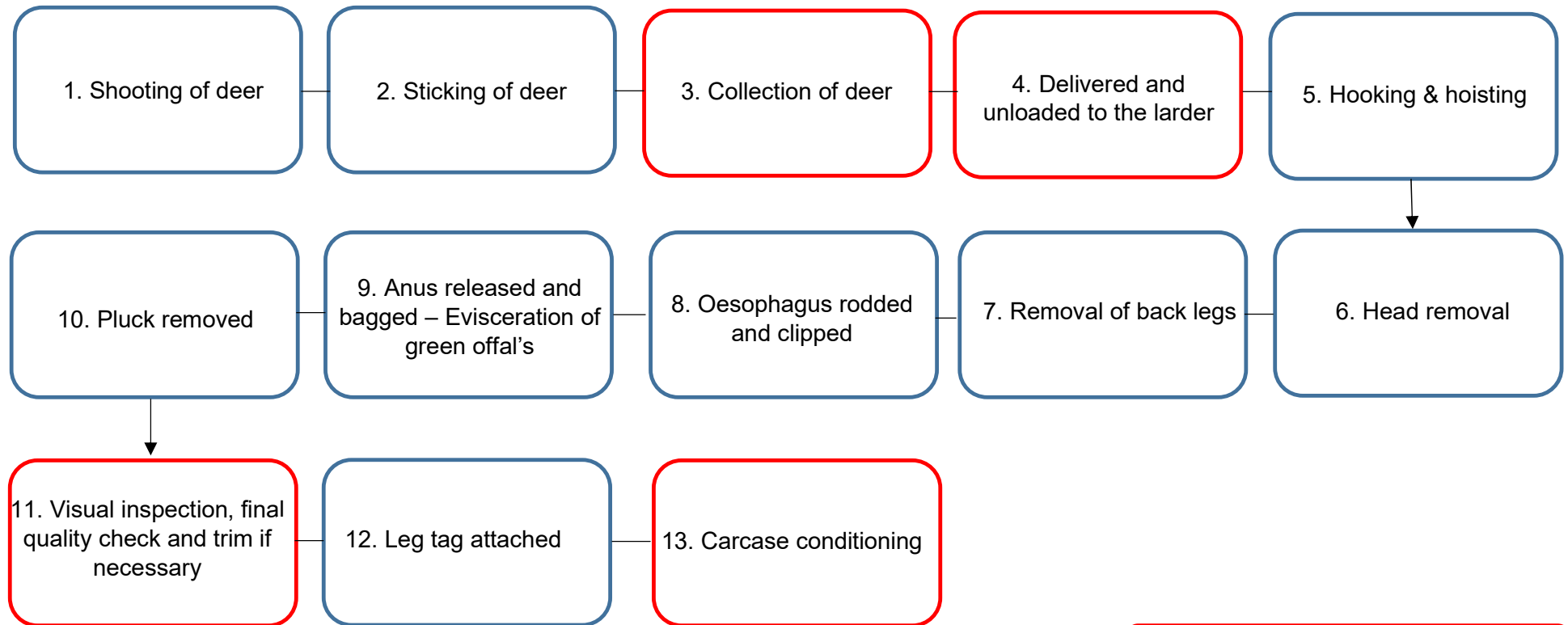
Name of Larder

BDFPA Park Venison Assurance Scheme Membership number

Hygiene hazard	Risk Present	Action taken / required
Dirty / contaminated knife at Gralloch		
Dirty hands at Gralloch		
Dirty / contaminated hands when handling Carcase		
Dirty vehicle / transporter		
Dirty contaminated footwear into larder		
Dirty / contaminated clothing into larder		
Dirty contaminated hands into larder		
Dirty floor		
Dirty work surfaces		
Dirty gloves / apron		
Drop knife onto floor		

## Appendix 11

## HACCP FLOW DIAGRAM EXAMPLE - FOR SHOOTING &amp; GRALLOCHING OF DEER



**Key: Critical Control Point**

Confirmation date:

Time:

Confirmation by:

### CCP DETERMINATION FOR: SHOOTING & GRALLOCHING OF DEER

#### Appendix 12

PROCESS STEP	HAZARD NO	Q1. DOES THE PROCESS STEP REDUCE CONTAMINATION TO AN ACCEPTABLE LEVEL?  <i>If Yes this Step is a CCP</i>  <i>If No –move to Q2.</i>	JUSTIFICATION FOR DECISION	Q2.COULD THE PRODUCT BECOME CONTAMINATED IN EXCESS OF ACCEPTABLE LEVELS OR INCREASE TO UNACCEPTABLE LEVELS?  <i>If No this Step is not a CCP - If yes- move on to Q3</i>	JUSTIFICATION FOR DECISION	Q3. WILL A SUBSEQUENT PROCESS STEP REDUCE CONTAMINATION TO AN ACCEPTABLE LEVEL?  <i>If Yes this step is not a CCP</i>  <i>If No- this Step is a CCP</i>	JUSTIFICATION FOR DECISION	CCP No
3. Collection of deer from the park	2	Yes	Visual inspection of both deer and vehicle					1
4. Delivery and unloading into the larder	3,5	Yes	Policy in place to reject severe contamination deer					2
9 Anus released and bagged – evisceration of green offal	11,	No	There is a risk of the rectum & splitting of the stomach or intestines	No	procedures in place supported by visual checks of processing methods			-
11. Visual inspection, final quality check and trim if necessary	15	Yes	This step is the final check to confirm the carcase has undertaken the correct slaughter & dressing procedures					3
13. Carcase conditioning	16	Yes	There is a risk that bacteria present on the carcase could grow to unacceptable levels if not controlled.	Yes	The process of chilled storage will not reduce the amount of bacteria present on the product.	No	There is no subsequent step that will prevent the growth of bacteria. This step is a CCP	4

## Appendix 13

	<b>HACCP STUDY FOR: SHOOTING &amp; GRALLOWING OF DEER</b>	<b>PRELIMINARY RISK ASSESSMENT</b>	<b>VALIDATION DATE:</b>	<b>VALIDATION BY:</b>
--	---	------------------------------------	-------------------------	-----------------------

Contamination Key:  M: Microbiological C: Chemical P: Physical	<b>Severity</b>	<b>High (H)</b> May cause death / severe illness or injury.	<b>Medium (M)</b> May cause food poisoning or injury.	<b>Low (L)</b> May cause customer complaint / not injurious to health.
	<b>Likelihood (Risk)</b>	<b>High (H)</b> Very likely to occur / has occurred in the past.	<b>Medium (M)</b> Moderate likelihood of occurrence / has not occurred in the past	<b>Low (L)</b> Unlikely to occur.

PROCESS STEP	HAZARD No.	IDENTIFIED HAZARD & SOURCE (M= Micro; C= Chemical; P= Physical)	HAZARD SIGNIFICANCE*			JUSTIFICATION / CONTROL MEASURES  *Where risk is significant - go to decision tree
			Severity	Likelihood	Significant Risk Y=Yes, N=No	
0. Water	0	M & P: contamination from contaminated water supply	M	L	N	Mains water supply
1. Shooting of deer						Risk Assessment for firearms
2. Sticking of deer	1	M: Contamination from faecal contamination to hides  C: No foreseen hazard  P: No foreseen hazard	M	L	N	Clean sterilized knife and clean sterilizer after each use
3. Collection of deer from the park	2	M: Contamination from faecal contamination to hides. Contamination from dirty collection vehicle  C: Contamination from accepting animals containing drug residues,	M	M	Y	Visual inspection of shot deer, policy in place to reject for processing.  Animal Delivery Records to be maintained, visual inspection of vehicle  No medication used on Park deer

PROCESS STEP	HAZARD No.	IDENTIFIED HAZARD & SOURCE (M= Micro; C= Chemical; P= Physical)	HAZARD SIGNIFICANCE*			JUSTIFICATION / CONTROL MEASURES  *Where risk is significant - go to decision tree
			Severity	Likelihood	Significant Risk Y=Yes, N=No	
		P: Contamination from acceptance of dirty animals,	L	L	N	
			L	L	N	
4. Delivered and unloaded into the larder	3	M: Contamination from faecal contamination to hides	M	M	Y	Visual inspection of shot deer, policy in place to reject for processing.  Animal Delivery Records to be maintained
	4	C: No foreseen hazard				
	5	P: Contamination from acceptance of dirty animals,	L	L	N	
5. Hooking & Hoisting		M: No foreseen hazard C: No foreseen hazard P: No foreseen hazard				
6.Head removal	6	M: Contamination from the use of unclean knives C: No foreseen hazard	L	L	N	Head Removal, Knife Control. Knife Sterilization
	7	P: Metal contamination from breakage of knife tip	M	L	N	

PROCESS STEP	HAZARD No.	IDENTIFIED HAZARD & SOURCE (M= Micro; C= Chemical; P= Physical)	HAZARD SIGNIFICANCE*			JUSTIFICATION / CONTROL MEASURES  *Where risk is significant - go to decision tree
			Severity	Likelihood	Significant Risk Y=Yes, N=No	
7. Removal of back legs	8	M: Contamination from the hide onto the carcase & the use of unclean knives and dirty hands	L	L	N	Knife Control, Knife Sterilization, Hand washing after each use
		C: No foreseen hazard P: Metal contamination from breakage of knife tip	M	L	N	
8. Oesophagus rodded and clipped	9 10	M: Contamination from rodding knife & split of oesophagus	M	L	N	Verbally instruct the evisceration operative. Control & supervision
		C: No foreseen hazard P: Metal contamination from breakage of rodding tool/knife tip	L	L	N	
9. Anus released and bagged – evisceration of green offal	11	M: Contamination from the rectum & splitting of the stomach or intestines, Contamination from the use of unclean knives	M	M	Y	Knife Sterilisation, Evisceration . Cross-Contamination Control. Separate personnel for dirty and clean tasks. Hand washing
	12	C: No foreseen hazard P: Metal contamination from breakage of knife tip	M	L	N	
10. Pluck removed	13	M: Contamination from the use of unclean knives	L	L	N	Knife Sterilisation, Separate personnel for dirty and clean tasks. Hand washing
	14	C: No foreseen hazard P: Metal contamination from breakage of knife tip	M	L	N	
11. Visual inspection, final	15	M: Contamination from the use of unclean knives, poor staff hygiene or actions during previous processing steps C: No foreseen hazard	M	M	Y	Final Quality Check

PROCESS STEP	HAZARD No.	IDENTIFIED HAZARD & SOURCE (M= Micro; C= Chemical; P= Physical)	HAZARD SIGNIFICANCE*			JUSTIFICATION / CONTROL MEASURES  *Where risk is significant - go to decision tree
			Severity	Likelihood	Significant Risk Y=Yes, N=No	
quality check and trim if necessary		P: No foreseen hazard				Knife Control Procedure. Knife Sterilisation. Contamination Control, Hand Washing
12. Leg tag attached		M: No foreseen hazard C: No foreseen hazard P: No foreseen hazard				
13. Carcase conditioning	16	M: due to poor control of time and temperature during conditioning or exceeding chiller loading capacity C: No foreseen hazard P: No foreseen hazard:	H	M	Y	Chilled Storage. Temperature Control. Temperature Record.  Staff Training Record. Planned Maintenance Record



**Appendix 14****Cleaning Schedule- Structure example**

<b>Item to be cleaned</b>	<b>Frequency</b>	<b>Method/Chemical</b>	<b>Who completes/ Member of dept</b>
Larder Floors/walls	After every use	Water/degreaser	
Larder Floors and walls	Deep clean Once a week	Pressure washer	
Chiller and Curtains	When empty/once a week	Pressure washer/degreaser	
Sink	After every use	Water/degreaser/shinny sink	
Drain covers/ Drain and catch pit	Once a week	Pressure washer	
Front of larder & outside drain	Once a week	Pressure washer	
Knives	Once a week	Knife steriliser	

**Appendix 15****Cleaning Schedule- Equipment example**

All equipment to be cleaned after every use.

Item to be cleaned	Frequency	Method/chemical	Who completes
Knives	After every use/once a week	Hot water degreaser/ knife steriliser	
Steels	After every use/once a week	Hot water degreaser/ knife steriliser	
Saw	After every use/once a week	Hot water degreaser/ knife steriliser	
Skinning chains, loop, gamble	After every use	Hot water de greaser	
Cradle	After every use	Hot water degreaser	
Hose pipe	After every use	Hot water	
Gut bins	After every use/once a week	Water/ Pressure washer	
Blood trays	After use/ once a week	Pressure washer	
Aprons	After every use/ Once a week	Hot water degreaser- scrubbed	
Gambles	After every use	Hot water de greaser	
Larder wellies	After every use.	Water/ brush	
coveralls	Once a week	Washing machine	
Squidgy, brush, shovel	After every use	water	

**Appendix 16****Cleaning Signing off**

<b>Week commencing</b>	<b>Signed off</b>	<b>Comments</b>	<b>Date</b>

**Appendix 17****Chemicals in use**

<b>Chemical</b>	<b>Where to be used</b>	<b>When to be used</b>	<b>Formulation</b>	<b>Who uses it</b>	<b>Other details</b>

**Guidelines for completion:**

- Consider whether potential hygiene hazards highlighted apply to your operation. If so describe how those will be minimised.
- Consider what other hygiene hazards may be present in your situation and describe action required.
- Detail what chemicals you work with and complete as required.
- Ensure assessment form is completed / signed off by the responsible person in charge and look to review the plan before next season.

Name of person completing hygiene hazard assessment:	Position:
Signature	
Date	Date of next review:

**Appendix 18****Visitor Hygiene Declaration Record**

I have read a copy of the BDFPA Park Venison Assurance Scheme RULES TO BE FOLLOWED BY ALL VISITORS BEFORE, AFTER AND DURING ENTRY TO LARDERS and agree to always abide by the rules.

Date	Name	Company	Reason for Visit	Signature	BDFPA Park Scheme member authorisation

**RULES TO BE FOLLOWED BY ALL VISITORS BEFORE AND DURING ENTRY TO LARDERS**

Before entry into larder areas all visitors must enter their name, company (if applicable), address and signature in the visitors' declaration sheet which must be countersigned by a member (or member's representative) of the BDFPA Park Venison Scheme.

The Visitors Hygiene Declaration Record will be checked by the BDFPA Park Venison Scheme assessor.

**Visitors must report to the BDFPA Park Venison Scheme member if they:**

- Feel ill, especially if you have sickness or diarrhoea, bad cold/flu, sore throat or very bad discharge from ears, nose and mouth
- Have food poisoning or are recovering from food poisoning.
- Septic spots/boils or other skin infections

**Visitors must:**

- wash hands before and after visiting the toilet.
- ensure boots are washed and disinfected prior to entering and leaving the larder. Alternatively protective covers may be worn.
- keep cuts and sores covered with waterproof dressings

## Appendix 19

### **RULES TO BE FOLLOWED BY ALL EMPLOYEES BEFORE AND DURING ENTRY TO LARDERS**

To be completed at the start of employment by all employees and countersigned by the line Manager.

Before entry into larder areas all employees must agree to adhere to the procedures set out below. This record must be held on file for each member of staff with access to larders and will be checked by the BDFP assessor.

#### **Employees must report to the Manager if they:**

- Feel ill, especially if you have sickness or diarrhoea, bad cold/flu, sore throat or very bad discharge from ears, nose and mouth
- Have food poisoning or are recovering from food poisoning
- Septic spots/boils or other skin infections

#### **Employees must:**

- wash hands before and after visiting the toilet
- ensure boots are washed and disinfected prior to entering and leaving the larder. Alternatively protective covers may be worn.
- keep cuts and sores covered with waterproof dressings

#### **Please note that smoking is not permitted in the larders at any time**

I \_\_\_\_\_ (print name) agree to adhere to the hygiene rules above at all times

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_ (Manager)

## APPENDIX 20

## COMPLAINTS REGISTER

Name and address of complainant	Date Received	Nature Of complaint	Proposed Corrective action	Date action finished



## Scheme Rules

**Please ensure you read the information below carefully.**

- Failure to comply with these Rules can lead to suspension of scheme membership or result in scheme membership withdrawal/termination.
- To be an Approved member of the Scheme all relevant Standards must be always complied with in full.
- All legislation relevant to the scope of the Scheme must be complied with in full. Where reference has been made to legislation in Scheme Standards, Approved status does not imply that all aspects of referenced legislation is being always met.
- The Scheme Standards will be reviewed on a regular basis and may be updated consequently. Notice will be given of any changes. When the updated Standards come into effect, they must be complied with immediately.
- A member is unable to claim BDFPA approved status before an assessment has taken place, satisfactory corrective action submitted, and confirmation of approval status issued. Prior to this they will be a registered member of the Scheme but not an approved member.

### **Application for Scheme membership**

- The Scheme membership is open to any Applicant that has a Venison Park Site in the UK.
- If an Applicant has more than one unit related to the business, all units must be included in the application for membership.
- On application, the Applicant must agree to abide by the Scheme Standards and the Scheme Rules.
- To apply for Scheme(s) membership, the BDFPA or SAI Global must be contacted.
- There must be a person responsible for maintaining the Scheme Standards and Deer welfare, available at all times for all locations in the application.
- Any current, past or pending prosecutions relevant to the scope of the Scheme(s) must be declared at the point of application, renewal and again at the assessment. Failure to declare may result in rejection of the application or suspension/withdrawal of your membership.
- If any relevant prosecutions arise during the membership of the Scheme, the BDFPA and SAI Global® Assurance Services Limited must be informed.
- False or misleading statements made during the application, assessment or approval process may result in suspension or withdrawal from the Scheme.
- BDFPA and SAI Global reserve the right to refuse an Applicant Scheme membership.

### **Initial assessment and approval**

- A full assessment must take place and any non-compliances identified must be corrected within 28 days of the assessment. Adequate evidence must be submitted to SAI Global® Assurance Services Limited before Approved Member status is achieved; SAI Global® Assurance Services Limited will confirm the status with the BDFPA.
- Failure to submit satisfactory evidence of corrective action within the 28 day timescale allowed by the Scheme will result in suspension from the Scheme.
- The suspension will be in place for a maximum of 90 days, after which membership will be withdrawn unless satisfactory evidence of corrective action has been received by SAI Global® Assurance Services Limited.
- At the assessment there must be full access permitted to all the facilities and information

relevant to the Scheme Standards and the application. This will include for example, all facilities related to the Deer, feed stores, larders, medicine and other traceability records.

- The assessors have the right to refuse to continue the assessment if:
  - a. a third party that may influence the outcome, is present at the assessment
  - b. the assessor has been exposed to threatening or abusive behaviour at the assessment visit
  - c. the Site is not operational/destocked at the time of assessment
- Approval may be suspended or withdrawn at any point should there be evidence that the Scheme Standards are not being met, this could be at an assessment where there is evidence of gross failure to comply with the Scheme Rules and, or Standards. Subsequent to the assessment, evidence may include notification of a prosecution, an investigation following a complaint, or the Scheme has been brought into disrepute.
- When Approval has been withdrawn:
  - a. SAI Global® Assurance Services Limited will inform the BDFPA
  - b. SAI Global® Assurance Services Limited reserve the right to request the return of the certificate
  - c. No claims must be made about membership of the Scheme
  - d. Should game dealers/ processors enquire about a participants' approval status, the BDFPA/ SAI Global® Assurance Services Limited will confirm the status as approved or not approved. There will be no disclosure of further information.

#### **Scheme membership renewals**

- The membership fee must be paid annually; failure to do this in a timely manner will result in:
  - a. A period of one months' grace granted for the first calendar month after the due date
  - b. Failure to pay within the grace period will result in closure of your membership
  - c. Following which to re-join, payment must be made in full, and an assessment takeplace to re-gain membership and approved membership status
- The membership renewal date will continue to be the initial date of renewal irrespective of the date of payment within the grace period.

#### **Assessment biosecurity**

- Assessors will operate as a minimum to the BDFPA biosecurity protocol.
- Applicants/Members must inform assessors of any disease outbreaks when booking the appointment. Failure to do so could compromise other herds and is taken very seriously and may result in membership being withdrawn.

#### **Assessments, re-visits and spot checks**

- The interval between assessments is no greater than 18 months for the BDFPA Scheme and depending on circumstances, may be more frequent.
- SAI Global® Assurance Services Limited and the BDFPA have the right to request a spot check that may be at reduced notice, failure to permit access to facilities may result in suspension from the Scheme.
- Identification of a serious non-compliance may lead to immediate suspension, or withdrawal from the Scheme.
- The BDFPA and, or SAI Global® Assurance Services Limited reserve the right to refuse an

application to re-join the Scheme.

- The assessor may be accompanied by an observer. The observer may be an assessor in-training; a BDFPA team member; or may be there to witness the quality of the assessment conducted. Any observer will have signed a confidentiality and conflict of interest agreement in advance.

#### **Assessment cancellation fee**

- SAI Global® Assurance Services Limited will charge a fee of £60 & VAT when an assessment is cancelled the assessment within 5 days of the booked appointment. Where there is a genuine reason for cancellation, the fee may be waived.

#### **Suspension or withdrawal of Approval**

- The BDFPA and/or SAI Global® Assurance Services Limited have the right to suspend or withdraw Scheme Approval where, for example, but not exclusively:
  - a. Scheme membership payment has not been received
  - b. Refuse to be assessed
  - c. Unreasonable delay of booking the assessment by the Member
  - d. Threatening or aggressive behaviour towards the assessor when booking or conducting the assessment
  - e. Assessment cannot be completed in full
  - f. A major non-compliance has been identified
  - g. There is evidence of gross failure to comply with the Scheme Standards for example, many non-compliances
  - h. There is a significant and immediate risk to animal welfare, food safety and the environment
  - i. Inadequate or no evidence has been submitted by the end of the 28 days rectification period
  - j. Findings from a third-party complaint which after a full investigation prove there are genuine concerns about the ability to comply with the scheme requirements
  - k. Failure to declare a prosecution relevant to the business
  - l. A prosecution that relates to the Scheme Standards and any animal welfare prosecution
  - m. The Scheme is brought into disrepute
  - n. There is evidence of gross negligence or fraud by the Business or Business owner
  - o. There is evidence of antibiotic residues in the carcass or antibiotic residues in feed, for example:
- Where the Scheme Membership has been suspended, failure to undertake the required actions within the permitted timescale of 90 DAYS (unless otherwise agreed) or conditions of membership have not been met, will result in withdrawal of Scheme Membership.
- Where Scheme Membership Approval has been withdrawn, there will need to be a new Application which BDFPA and SAI Global® Assurance Services Limited reserve the right to refuse or implement conditions, at the cost of the applicant, before re-entry to the Scheme.
- Any costs to re-join the Scheme will be borne by the Applicant.

#### **SAI Global® Complaints and Appeal Process**

- A complaint may be lodged with SAI Global® Assurance Services Limited, if the Applicant/Member is not satisfied with the assessment and/or approval process. All complaints will be thoroughly and fairly investigated in accordance with the SAI Global® Assurance Services Limited complaints procedure and a response provided.

- If the Applicant/Member would like to appeal a decision this must be done in writing and lodged with SAI Global® Assurance Services Limited within 14 days of the decision.
- An initial independent review of the approval decision will be undertaken within 5 days and the outcome of which notified to the Applicant/Member.

#### **Material changes to Business and/ or locations**

- The BDFPA and/or SAI Global® Assurance Services Limited must be informed of any material changes to the Business or Scheme related activities for example, change in management control, business name, contacts, Sites relinquished or acquired.
- If the Applicant business is declared insolvent, bankrupt, goes into administration or a receiver is appointed the BDFPA and/or SAI Global® Assurance Services Limited must be informed immediately and supplied with the relevant details of the contact.

#### **Confidentiality and the EU General Data Protection Regulation (GDPR)**

- All information gathered as part of the application, assessment and approval process will be treated in the strictest confidence and managed in line with GDPR requirements by the BDFPA and SAI Global®. Information will not be shared with external parties unless:
  - a. Legally obliged to do so
  - b. There is a legitimate reason to share membership status, last assessment date and approval expiry date
- The BDFPA and/or SAI Global® Assurance Services Limited may use aggregated Scheme information and publish statistical data about the scheme membership, this information and data will not allow individual Members to be identified.
- In exceptional circumstances where the assessor discovers evidence that animal welfare, food safety and the environment is at immediate and significant risk, BDFPA and/or SAI Global® Assurance Services Limited will be informed and in turn may notify the competent authorities.

#### **The BDFPA Quality Assurance Logo**

- BDFPA members may only have use of the Quality Assurance Logo if they, following the assessment/approval process, are deemed to be compliant with the Scheme Standards and their membership has been paid in full.
- Scheme members must be current members of the BDFPA to qualify for the Quality Assurance Scheme and to use the logo.
- The BDFPA Quality Assurance Logo may only be used by BDFPA assured game processors and must not be used by Game Sites or Shoot Members unless they are game processors as well that satisfy the assured requirements.
- Any abuse or misuse of the logos including false claims, may result in proportionate action being taken.