



**NPTC**

Registered Charity No. 1096429

STONELEIGH PARK  
WARWICKSHIRE CV8 2LG

Tel: 024 76857 300

Fax: 024 7669 6128

Email: [information@nptc.org.uk](mailto:information@nptc.org.uk)

## **LEVEL 3 CERTIFICATE OF COMPETENCE IN TECHNICAL SKILLS FOR RURAL PAYMENTS AGENCY INSPECTORS (LIVESTOCK)**

### **ASSESSMENT SCHEDULE**

# LEVEL 3 CERTIFICATE OF COMPETENCE IN TECHNICAL SKILLS FOR RURAL PAYMENTS AGENCY INSPECTORS (LIVESTOCK) ASSESSMENT SCHEDULE

## Introduction

The qualification will be administered by NPTC in conjunction with the RPA Inspectorate.

NPTC will:

- Publish
  - qualification regulations
  - assessment schedule
  - assessment material
- Set standards for the training of Verifiers and Assessors
- Recruit, train and deploy Verifiers
- Manage verification
- Issue certificates to successful Candidates

## The Certificate of Competence

NPTC Certificates of competence will be awarded to Candidates who achieve the required level of competence in the Units to which their Certificate relates.

## Instruction

Candidates are strongly advised to ensure that they are up to the standards that will be expected of them when they are assessed. However, NPTC do not prescribe what course should be attended. Further information on training may be obtained from the RPA Inspectorate.

## Access to Assessment

The RPA Inspectorate will be responsible for arranging assessment on behalf of a Candidate. Assessment may only be carried out by an Assessor approved by NPTC for that qualification. Under no circumstances can either instructors involved in the preparation of candidates, or the candidates work place supervisors, or anyone else who might have a vested interest in the outcome, carry out the assessment.

The minimum age limit for Candidates taking certificates of competence is 18 years. There is no upper age limit.

## Guidance Notes for Candidates and Assessors

### Qualification structure

The assessment is divided in to **six** compulsory units:

- Unit 1 - Inspection preparation and planning
- Unit 2 - Animal Welfare and zoonosis
- Unit 3 - Cattle identification and registration
- Unit 4 - Cattle Husbandry
- Unit 5 - Sheep and goat identification and husbandry
- Unit 6 - Conducting a Rural Payments Agency farm inspection (practical unit)

### Assessment

The candidate must be registered through the NPTC assessment centre (RPA Inspectorate) for this qualification, prior to assessment.

### Candidates must pass both components of the assessment:

#### Written Paper (Units 1 -5)

Units 1- 5 are assessed through a written paper.

The written paper includes 32 short answer questions and candidates must achieve a minimum 70% correct answers in order to pass the test.

#### Practical assessment (Unit 6)

Unit 6 is assessed by practical observation and oral questioning during an inspection. Candidates are then required to complete the appropriate inspection reports and submit the paperwork to the examiner within 5 working days.

The result of the practical assessment (unit 6) will be recorded on the assessment report form.

## Performance Evaluation for the practical assessment (unit 6)

At the practical assessment the Assessor will evaluate each activity against the following criteria:

- 4 = Meets or exceeds the assessment criteria by displaying a level of practical performance and/or underpinning knowledge, with no 'minor' or 'critical' faults. (Competent).
- 3 = Meets the requirements of the assessment criteria for both the practical performance and the underpinning knowledge, with some 'minor' faults but no 'critical' faults. (Competent).
- 2 = Does not fully satisfy the requirements of the assessment criteria, being unable to perform the practical task satisfactorily or being deficient in underpinning knowledge leading to the recording of minor faults. (Not yet competent).
- 1 = Does not satisfy the requirements of the assessment criteria, being unable to perform the practical task satisfactorily or safely or being deficient in underpinning knowledge leading to the recording of a critical fault. (Not yet competent).

### Please note:

Appropriate Personal Protective Equipment must be worn at all times.

Appropriate steps should be taken to ensure "bio-security" at all times

**If these conditions are not observed this will result in the Candidate not meeting the required standard.**

Additional Information May be sought from the relevant manufacturer's instruction book, operators' manual, product label or any other appropriate training or safety publication.

### Complaints and Appeals

NPTC and its Assessment Centres have a formal Complaints and Appeals procedure. In the event of any dissatisfaction with the arrangements and conditions of assessment, the candidate should first contact the Assessment Centre through whom the assessment was arranged and submit the complaint in writing.

For further information on NPTC's Equal Opportunities Policy and Complaints and Appeals Procedures, please refer to [www.nptc.org.uk](http://www.nptc.org.uk)

### Verification

Verification is a process of monitoring assessment; it is an essential check to confirm that the assessment procedures are being carried out in the way that NPTC has laid down. The overall aim of verification is to establish a system of quality assurance that is acceptable in terms of both credibility and cost effectiveness.

Approved Assessors will be subject to a visit by the Verifier at a time when assessments are being undertaken.

A selection of assessment reports completed by the Assessor will be evaluated by an NPTC approved Verifier.

Compliance with the verification requirements will be a pre-requisite of Assessors remaining on NPTC's list of approved assessors.

UNIT 1		Inspection preparation and planning
Assessment Activity		Assessment Criteria
1.	Plan and prepare for the inspection	<p>Inspector required to:</p> <ul style="list-style-type: none"> <li>- Check that all necessary documentation is available</li> <li>- Read dossier / electronic report</li> <li>- Locate farm on Ordinance Survey map</li> <li>- Assess size of herd / flock</li> <li>- Assess type of farming system</li> <li>- Ensure they have necessary contact information</li> <li>- Manage Scheduler within RITA</li> </ul>
2.	Demonstrate knowledge of what to confirm with the farm when initial contact is made prior to the inspection	<p>Inspector required to confirm:</p> <ul style="list-style-type: none"> <li>- Appointment date/ arrival time</li> <li>- Purpose of the inspection</li> <li>- What the inspection will include</li> <li>- how long the inspection may take</li> <li>- Contact telephone numbers</li> <li>- Health &amp; Safety considerations</li> <li>- Handling facilities</li> <li>- Transportation on the farm</li> <li>- Requirements from farmer: <ul style="list-style-type: none"> <li>- Present livestock for inspection</li> <li>- Present records / passports</li> </ul> </li> </ul>
3	Demonstrate knowledge of Restriction notices and their application.	<p>Restriction notices:</p> <p><b>CPP27</b> Notice Restricting the Movement of Individual Cattle- Issued for all Live Discrepancies at end of inspection.</p> <p><b>CPP28</b> Notice Restricting the Movement of all Cattle off/onto the holding – Issued for over 20% live discrepancies on farm or total records failure.</p> <p><b>CPP30</b> Notice to Identify Cattle- issued for cattle which remain unidentifiable by physical or records inspection.</p> <p>Contact BCMS to inform them that notices have been served Send copies of notices to BCMS immediately For CPP 30 arrange follow up inspection in 48 hours.</p>
4	Demonstrate knowledge of procedure for completion of inspection report and management data	<p>Where appropriate send passports and passport receipt, restriction notices etc to BCMS immediately.</p> <p>Completion of inspection report and management data to include:</p> <ul style="list-style-type: none"> <li>- Enter data onto paper or electronic report form</li> <li>- Animal details recorded correctly</li> <li>- Accurate details of inspection findings entered onto report form</li> <li>- Appropriate codes used where applicable</li> <li>- Suitable comments entered against codes</li> <li>- Signature of inspector entered where appropriate</li> <li>- Completion of management data sheet</li> <li>- Completion of Cross Compliance reports</li> </ul>
5	Demonstrate knowledge of procedure for return of completed inspection report	<ul style="list-style-type: none"> <li>- Complete reports fully and accurately</li> <li>- Return dossier / electronic report to LIMT</li> <li>- Dossier to be returned within 5 working days of end of inspection</li> <li>- Working papers to be sent to BCMS</li> <li>- RITA Scheduler will be updated by LIMT</li> </ul>

UNIT 2		Animal Welfare / Zoonosis
Assessment Activity		Assessment Criteria
1	Demonstrate knowledge of animal welfare standards and their importance when carrying out inspections	Reasons why knowledge and understanding of animal welfare is important: <ul style="list-style-type: none"> <li>- Welfare of animals during inspection</li> <li>- Ensure 5 freedoms are not breached by inspection procedure</li> <li>- Legislative requirements</li> <li>- From 2007 –Requirements under Cross Compliance</li> <li>- Moral responsibility</li> <li>- integrated approach – working with SVS</li> </ul>
2.	Demonstrate knowledge of animal welfare legislation	Five freedoms: <ul style="list-style-type: none"> <li>- Freedom from fear and distress</li> <li>- Freedom from pain, injury and disease</li> <li>- Freedom from hunger and thirst</li> <li>- Freedom from discomfort</li> <li>- Freedom to express normal behaviour</li> </ul>
3.	Demonstrate knowledge of the procedures where animal welfare issues are detected	Procedures to follow if animal welfare issues are detected: <ul style="list-style-type: none"> <li>- Withdraw from inspecting those animals where inspection would exacerbate the welfare issue</li> <li>- Inform Team Manager</li> <li>- Inform SVS where animals are being caused unnecessary suffering</li> <li>- Document findings</li> </ul>
4.	Demonstrate knowledge of zoonoses including common examples and how the problem can be limited	Definition of the term zoonosis: <ul style="list-style-type: none"> <li>- Disease of animals transmissible to humans</li> </ul> Examples of recognised zoonoses: <ul style="list-style-type: none"> <li>- Leptospirosis</li> <li>- Brucellosis</li> <li>- Ringworm</li> <li>- Tuberculosis</li> <li>- Salmonella</li> <li>- E.coli</li> <li>- Cryptosporidia</li> <li>- Enzoonotic Abortion- (Toxoplasmosis)</li> <li>- Orf</li> <li>- Chlamydia</li> <li>- Anthrax – uncommon</li> <li>- Q fever – uncommon</li> </ul> <p><b>For symptoms- please see annex A</b></p>
5.	Demonstrate knowledge of measures to limit the risk from spreading disease or zoonoses	Measures to reduce risks of spreading diseases or contracting a zoonotic disease <ul style="list-style-type: none"> <li>- Avoid contact with infected animals or infected material</li> <li>- Do not travel between infected &amp; uninfected animals</li> <li>- Personal hygiene- washing hands before eating/ smoking</li> <li>- Wearing appropriate PPE</li> <li>- Washing and disinfecting equipment (Eg. Overalls, Wellingtons, gloves etc) thoroughly between farms</li> <li>- Cover wounds</li> </ul> <p>Contact doctor if symptoms of zoonosis experienced.</p>

<b>UNIT 3 Cattle identification and registration</b>		
<b>Assessment Activity</b>		<b>Assessment Criteria</b>
1	Demonstrate knowledge of cattle identification and registration system	<p>Cattle identification</p> <ul style="list-style-type: none"> <li>- Tagging</li> </ul> <p>Cattle Registration</p> <ul style="list-style-type: none"> <li>- Passports</li> </ul> <p>Farm Records</p> <ul style="list-style-type: none"> <li>- Herd register recording births / deaths / movements / imports</li> </ul> <p>CTS</p> <ul style="list-style-type: none"> <li>- Notification of births / deaths / movements / imports</li> </ul>
2.	Demonstrate knowledge of cattle tagging legislation	<ul style="list-style-type: none"> <li>- Single alpha numeric tag pre 1995</li> <li>- Single alpha numeric UK tag post 1995</li> <li>- Double alpha numeric UK tags post 1/1/98</li> <li>- Double numeric UK tags post 1/1/2000 (compulsory after 1/7/00)</li> </ul> <p>Dairy cattle - one tag to be applied within 36 hours of birth, Both tags to be applied within 20 days</p> <p>Sucklers - Both tags to be applied within 20 days of birth</p> <p>Animals born since 1/1/98 to be double tagged</p> <ul style="list-style-type: none"> <li>- Primary tag to be yellow &amp; of approved format (crown logo) &amp; distance readable.</li> <li>- official tags must not be defaced or removed (unless for welfare reasons)</li> </ul> <p>Replace lost tags within 28 days</p> <p>Animals born after 1/1/98 must remain with same unique ID</p> <p>Animals born before 1/1/98 can be retagged with a different number</p>
3.	Demonstrate knowledge of the system for registering births	<p>Systems and procedures for registering births:</p> <ul style="list-style-type: none"> <li>- tag the animal within the time limits</li> <li>- apply for a passport within 27 days of birth</li> <li>- record the birth in the herd register within 7 days of birth for a dairy animal &amp; 30 days for animals not in a dairy herd</li> </ul>
4.	Demonstrate knowledge of the system for reporting movements	<p>Systems and procedures for reporting movements:</p> <ul style="list-style-type: none"> <li>- Report the movement to CTS within 3 days (either by postcard or via CTS on line)</li> <li>- Record the movement in the herd register within 36 hours</li> <li>- Record the movement on the passport by: <ul style="list-style-type: none"> <li>- For movement ON - applying a barcode sticker to the movement summary page and completing the movement date &amp; signature boxes</li> <li>- For movement OFF completing the movement date &amp; signature boxes on the movement summary page.</li> </ul> </li> <li>- Ensure that the passport accompanies the animal.</li> </ul>

5	Demonstrate knowledge of the system for reporting deaths	<p>For animals less than 24 months of age:</p> <ul style="list-style-type: none"> <li>- Report the death to CTS within 7 days by completing the back page of the passport and returning the whole passport to BCMS. Carcase to be disposed of in the correct manner.</li> </ul> <p>For animals over 24 months of age :</p> <ul style="list-style-type: none"> <li>- Report the death to TSE helpline so that the animal can be removed for testing. Complete the back page of the passport and send the passport with the carcase.</li> <li>- Record the death in the herd register within 7 days</li> </ul>
6	Demonstrate knowledge of the farm records requirements	<p>Information to be recorded in the herd register:</p> <ul style="list-style-type: none"> <li>- Ear tag</li> <li>- Date of birth</li> <li>- Dam ID</li> <li>- Breed</li> <li>- Sex</li> <li>- (movement off / death as appropriate)</li> <li>- (replacement tag if appropriate)</li> </ul>
7	Demonstrate knowledge of the cattle passport system	<ul style="list-style-type: none"> <li>- CPP 13 Chequebook style passport – animals born after 28 September 1998 or those where replacement passports have been issued.</li> <li>- COR (CHR3) – animals born before 28 September 1998</li> <li>- CPP1 Green Passport – animals born between 1 July 1996 &amp; 28 September 1998. These animals should have both a COR and a CPP1.</li> </ul>

UNIT 4 Cattle Husbandry		
Assessment Activity		Assessment Criteria
1	Demonstrate knowledge of dairy cattle breeds and their physical attributes	<p>Common dairy breeds to include:</p> <ul style="list-style-type: none"> <li>- Ayrshire</li> <li>- Brown Swiss</li> <li>- Guernsey</li> <li>- Holstein Freisian</li> <li>- Jersey</li> <li>- Meuse Rhine Issel (MRI)</li> </ul> <p>Udder .....</p> <p>Feet .....</p> <p>Frame .....</p> <p>Legs .....</p> <p>Temperament ...</p>
2.	Demonstrate knowledge of beef cattle breeds and their physical attributes	<p>Common Beef breeds</p> <ul style="list-style-type: none"> <li>- Angus</li> <li>- Belgium Blue</li> <li>- Belted Galloway</li> <li>- Blonde D'aquaine</li> <li>- British White</li> <li>- Charolais</li> <li>- Dexter</li> <li>- Hereford</li> <li>- Highland</li> <li>- Limousin</li> <li>- Longhorn</li> <li>- Luing</li> <li>- Piedmontese</li> <li>- Saler</li> <li>- Shorthorn</li> <li>- Simmental</li> <li>- South Devon</li> <li>- Welsh Black</li> </ul> <p>Common Beef crosses:</p> <ul style="list-style-type: none"> <li>- Belgium Blue X</li> <li>- Blonde X</li> <li>- Charolais X</li> <li>- Hereford X</li> <li>- Limousin X</li> <li>- Simmental X</li> </ul> <p>Muscling</p> <p>Hind quarters</p> <p>Lack of belly</p> <p>Square frame</p> <p>Temperament .....</p>

3.	Demonstrate knowledge of bovine farming systems - dairy breeds	<p>Common farming systems where the herd would comprise dairy breed cattle:</p> <ul style="list-style-type: none"> <li>- Dairy unit – milk production</li> <li>- Dairy heifer rearing – rearing replacement heifers for sale into dairy herds</li> <li>- Veal Calf production – dairy calves less than 6 months old reared for veal</li> <li>- Bull beef – dairy bulls reared for beef production</li> </ul>
4.	Demonstrate knowledge of bovine farming systems - beef breeds	<p>Common farming systems where the herd would comprise predominantly beef breed cattle:</p> <ul style="list-style-type: none"> <li>- Suckler cow herd – breeding calves for sale as stores (6 – 10 months) or rearing to fat.</li> <li>- Store cattle – rearing young stock over 6 months but not taking them to fat</li> <li>- Fattening unit – Purchasing store cattle &amp; rearing to fat.</li> <li>- Bull beef – rearing entire males through to fat</li> <li>- Calf rearing – purchasing young calves &amp; rearing to stores / fat</li> </ul>

UNIT 5		Sheep & Goat identification & husbandry
Assessment Activity		Assessment Criteria
1	Demonstrate knowledge of sheep & goat identification & tracing system	<p>Sheep identification</p> <ul style="list-style-type: none"> <li>- Tagging</li> </ul> <p>Keeper Registration</p> <ul style="list-style-type: none"> <li>- via SVS Animal Health</li> </ul> <p>Movement notification</p> <ul style="list-style-type: none"> <li>- AMLS</li> </ul> <p>Farm Records</p> <ul style="list-style-type: none"> <li>- flock register recording movements / imports</li> </ul>
2.	Demonstrate knowledge of sheep & goat tagging legislation	<p>Different tag layouts to include:</p> <p><b>S tag</b> – moves from holding other than holding of birth</p> <p><b>R tag</b> – replacement tag where animal is not on holding of birth</p> <p><b>UK tag</b> – identifies origin i.e. holding of birth flock mark &amp; individual number</p> <p><b>Baseline S tag</b> – Used where older animal does not have individual ID and is no longer on holding of birth</p> <p>Requirements of the tagging legislation:</p> <ul style="list-style-type: none"> <li>- tag before animal leaves the holding if sooner than rules below:</li> <li>- tag within 12 months for animals born before 9 July 2005</li> <li>- tag within 9 months for extensively reared, 6 months for intensively reared animals born after 9 July 2005</li> <li>- replace lost tags within 6 months ( by identical tag or red replacement tag)</li> <li>- all animals to now have an individual ID</li> <li>- tag animals not on the holding of birth with S tag before moving off holding</li> <li>- tag to be of approved format</li> <li>- official tags must not be defaced or removed (unless for welfare reasons)</li> </ul>
3.	Demonstrate knowledge of sheep & goat record keeping requirements	<p>Record keeping requirements:</p> <ul style="list-style-type: none"> <li>- Record movements within 36 hours</li> <li>- Record annual inventory at 1 January by 31 January each year</li> <li>- Record – Date of movement <ul style="list-style-type: none"> <li>- Number moved</li> <li>- Flock marks</li> <li>- Destination</li> <li>- Origin</li> <li>- Transportation details</li> <li>- Lot No if purchased from an auction</li> </ul> </li> <li>- Submit an annual inventory return to Defra</li> </ul>

4.	Demonstrate knowledge of the system for reporting movements	<p>Reporting movements onto a farmers' holding:</p> <ul style="list-style-type: none"> <li>- Report the movement to AMLS within 3 days (by submitting a movement licence)</li> <li>- Record the movement in the flock register within 36 hours</li> </ul> <p>Reporting movements off a farmers' holding:</p> <ul style="list-style-type: none"> <li>- Record the movement in the flock register within 36 hours</li> <li>- Ensure that the correct tags have been applied before the animal leaves the holding</li> <li>- Complete an AMLS Movement Licence to accompany the animals</li> </ul>
5	Demonstrate knowledge of common sheep breeds and the production systems they are best suited to.	<p>Common sheep breeds &amp; crosses to include:</p> <ul style="list-style-type: none"> <li>- Charollais</li> <li>- Cheviot</li> <li>- Derbyshire Gritstone</li> <li>- Herdwick</li> <li>- Jacob</li> <li>- Lleyn</li> <li>- Masham</li> <li>- Mule</li> <li>- Rough Fell</li> <li>- Suffolk</li> <li>- Swaledale</li> <li>- Texel</li> </ul> <p>Productions systems suited to the above breeds:  e.g. Mule – lowland cross breed used for fat lamb production  Swaledale – Hill breed used for crossing with BFL to produce Mule</p>

**Practical Element- May be cattle only**

<b>UNIT 6 Conducting an inspection</b>		
<b>Assessment Activity</b>		<b>Assessment Criteria</b>
1	Ensure that you are carrying the necessary Inspection documentation	<p>Documentation required:-</p> <ul style="list-style-type: none"> <li>- Inspection dossier if appropriate</li> <li>- Working papers</li> <li>- Restriction notices / receipt forms</li> <li>- Inspection instructions</li> <li>- Feedback form</li> <li>- Inspection leaflet</li> </ul>
2	Demonstrate knowledge of the equipment required for the inspection	<p>Equipment required:</p> <ul style="list-style-type: none"> <li>- PPE – Wellingtons , waterproofs or boilersuit</li> <li>- Bio security equipment – bucket, brush sponge, disinfectant, hoofpick, water container, vinyl gloves etc.</li> <li>- Mobile phone</li> </ul>
3	Conduct an ‘opening meeting’ covering/ including the key factors that should be introduced at the start of an inspection visit	<p>Key factors that should be introduced at the start of an inspection during the opening meeting:</p> <ul style="list-style-type: none"> <li>- Introduction of self and who representing</li> <li>- Candidate to introduce the assessor to the farmer</li> <li>- Have official Authorisation card available</li> <li>- Explain purpose of visit and how inspection will be conducted</li> <li>- Handout inspection leaflet</li> <li>- Logical approach of inspection and any domestic arrangements</li> <li>- Ask for a brief overview of farming system &amp; handling facilities</li> <li>- Discuss Health and safety issues with farmer</li> <li>- Ask if farmer has any other issues/ queries</li> </ul> <p><i>(Some of this information may already have been discussed with the farmer over the phone, but it must be re-iterated during this opening meeting)</i></p>
4	Demonstrate awareness of bio-security whilst on the farm	<p>Awareness of health and safety and bio-security issues during a farm inspection to include:</p> <ul style="list-style-type: none"> <li>- Bio-security upon arrival &amp; departure</li> <li>- Correct use &amp; disposal of disinfectants</li> <li>- “Use by” dates</li> <li>- Dilution rates</li> <li>- Appropriate PPE- must be in good condition</li> </ul>
6	Demonstrate awareness of health and safety issues on the farm	<p>Demonstrate an awareness of general farm safety issues e.g.</p> <ul style="list-style-type: none"> <li>- Car Parking</li> <li>- Moving Machinery</li> <li>- Slurry</li> <li>- Children / dogs</li> <li>- Aggression</li> <li>- Mobile phone carried &amp; turned on</li> </ul>

7	Show awareness of risks and carry out an accurate risk assessment on the livestock handling facilities	<p>Livestock Handling</p> <ul style="list-style-type: none"> <li>- Risk assessment / hazard identification of the livestock handling facilities</li> <li>- Complete a risk assessment form and take appropriate action</li> <li>- Identify escape route</li> <li>- Continue to assess risks and take appropriate action throughout the inspection</li> <li>- Demonstrate knowledge of livestock handling systems</li> <li>- Demonstrate an awareness of the types of risks evident when handling livestock</li> </ul>
8a	Carry out a physical check & tag reading of bovines and record information accurately	<p>Conduct physical check &amp; tag reading safely &amp; confidently for bovines/ovines.</p> <ul style="list-style-type: none"> <li>- Conduct Tag reading effectively and with the minimum stress to livestock</li> <li>- Record tag details accurately</li> <li>- Record physical attributes (age / sex/ breed) accurately (where applicable)</li> <li>- Apply a knowledge of livestock breeds &amp; characteristics</li> <li>- Demonstrate knowledge of livestock behaviour &amp; appropriate handling methods</li> <li>- Demonstrate an awareness of livestock welfare issues</li> </ul>
8b	Carry out a physical check & tag reading of ovines and record information accurately	
9	Carry out a check on records and passports of livestock	<p>Conduct records check effectively:</p> <ul style="list-style-type: none"> <li>- Demonstrate knowledge of farm records systems &amp; record keeping requirements</li> <li>- Demonstrate knowledge of passport requirements</li> <li>- Conduct records / passport check as appropriate</li> <li>- Record findings accurately</li> <li>- Sign herd register</li> </ul>
10	Record inspection findings accurately	<p>Record discrepancies and comments clearly on working papers Collect passports where appropriate</p> <ul style="list-style-type: none"> <li>- Issue receipt</li> <li>- Issue notices if appropriate</li> </ul> <p>Demonstrate a knowledge of the restriction notice procedure</p>
11	Conduct a 'Closing meeting' including the key factors that should be covered at the end of an inspection visit	<p>Closing meeting should include:</p> <ul style="list-style-type: none"> <li>- Express thanks for farmers co-operation</li> <li>- Explanation of the inspection findings</li> <li>- Point out anomalies found</li> <li>- Handout feedback form and prepaid envelope</li> <li>- Explanation of 'what happens next'</li> <li>- Ask if there are any more questions</li> </ul>
12	Communication during the inspection	<p>Communication during inspection:</p> <ul style="list-style-type: none"> <li>- Open questions</li> <li>- Dealing with questions</li> <li>- Demonstrate a knowledge &amp; understanding of the farming system</li> <li>- Offer guidance within the parameters allowed (when appropriate)</li> <li>- Maintain an approachable yet professional image.</li> </ul>

## Annex A - Zoonoses

Zoonoses are diseases carried by animals that can also affect humans. Anyone working with animals is theoretically at risk. They are caused by a variety of different micro-organisms, and can be grouped as follows: -

### (1) INFECTIONS CAUSING GENERAL ILL-HEALTH, FEVER ETC

	<u>Caused By</u>	<u>Found In</u>	<u>Symptoms in humans</u>
<i>Anthrax</i>	Bacterium	Cattle/Sheep/Pigs	Skin pustules/Lung diseases
<i>Brucellosis</i>	Bacterium	Cattle	Fever/Lethargy
<i>Chlamydia</i>	Chlamydia	Sheep	'Flu-like'/Abortion
<i>Cryptosporida</i>	Protozoan	Calves/Lambs	Diarrhoea
<i>E.Coli</i>	Bacterium	Ruminants/Birds	Diarrhoea
<i>Leptospirosis</i>	Bacterium	Cattle/Rats	'Flu-like'/Jaundice
<i>Q-Fever</i>	Coxiella	Cattle/Sheep	Headache/Lethargy
<i>Salmonella</i>	Bacterium	Cattle/Sheep/Pigs Poultry	Diarrhoea
<i>Toxoplasmosis</i>	Protozoan	Cats/Sheep	Foetal Damage/Abortion
<i>Tuberculosis</i>	Bacterium	Cattle	Coughing

### (2) CONDITIONS CAUSING SKIN DISEASE

	<u>Caused By</u>	<u>Found In</u>	<u>Symptoms in humans</u>
ORF	Virus	Sheep	Ulcerative Lesions
Ringworm	Fungus	Cattle	Swollen Crusty Lesions

When the skin is affected, secondary infections make it worse.

The law requires the risk from zoonoses to be minimised under COSHH regulations, which involves risk assessment of zoonoses and either prevention or control of exposure to them.

Awareness of the risks and dangers is the first line of defence and doctors, vets, and HSE give information and advice.

### HOW CAN WE CATCH ZOOSES?

By being in close contact, for the infective agents to be: -

- a) Breathed in
- b) Taken in through the mouth
- c) Passed in through broken skin
- d) Taken in through the eyes

**OR**, contamination by contact

- (i) Of clothing by faeces, urine, blood, or milk
- (ii) Handling infected bedding or feed

## HOW CAN WE REDUCE THE CHANCE OF CATCHING A ZOO NOTIC DISEASE?

### GOOD PERSONAL HYGIENE IS CRUCIAL

- 1) Always wash hands and arms thoroughly with soap and clean (tap) water after handling animals OR after working in places inhabited by infected animals.
- 2) Always wash before eating, drinking or smoking
- 3) Deal with wounds immediately and always cover cuts and abrasions.
- 4) Wear suitable protective clothing when handling animals, especially if they are sick. This clothing is likely to become frequently contaminated, so it will need regular cleaning and possibly disinfection after each use.
- 5) If you suspect you have been affected by a zoonotic disease, consult your doctor as quickly as possible.

**Appendix A**

**MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999**

**RISK ASSESSMENT**

<b>Section</b>		<b>Name of Assessor</b>		<b>Name of Manager</b>	
<b>Date of Assessment</b>		<b>Date all actions completed</b>		<b>Date of next review</b>	

<b>What is the Activity or Process that needs to be Assessed?</b>	
---	--

<b>What hazards to Health and/or Safety exist?</b>	<b>What risks do the hazards pose to employees and others?</b>	<b>What precautions are already in place?</b>	<b>What is the level of risk? H/M/L</b>	<b>What Action needs to be taken to minimise risk?</b>	<b>Priority for action 1/2/3/4</b>

Risk Ratings: HIGH action	Significant risk requiring prompt action	Priority: 1	Very urgent –immediate
MEDIUM	Risk should be reduced if reasonably practicable	2	Urgent- within next month
LOW	Risk is controlled but precautions should be monitored	3	Within 6 months
		4	Within 12 months