WLBP's

FAWL SCHEME

MANAGEMENT RECORD BOOK

Farm Name	
Address	
Fawl No:	**Phone No:**

Contact Information:	
Farm Address: **Postcode:**	**Contact Name:** **Farm Tel No:** **Mobile Contact No:**
Farm map reference	**Farm CPH No:**
Location of nearest telephone:	**Directions to farm:**
Location of nearest alternative water supply **Location of washing facilities** **Location of fire extinguishers**	**Location of isolation points:** **Gas:** **Electricity:** **Water:**
Location of gas cylinders, fuel tanks and any highly flammable substances (for example fertilisers)	**Location of any corrosive, poisonous or other noxious substances (pesticides, paints, preservatives, acids)**

**** These are the correct contact details at the time of print***

Section (1) – Emergency Contact Telephone List		
Contact	**Telephone Numbers**	
Doctor:		
Nearest Hospital A&E Department		
Health & Safety Executive*:	Info Line 0845 300 9923	
Environment Agency	Incident Hotline 0800 807060 Floodline Service 08459881188 General Enquiries 08708 506 506	
Rural Payments Agency (RPA)		
Electricity Company Emergency No:		
Gas Supply Company Emergency No:		
Water Supply Company Emergency No:		
Veterinary Surgeon:		
Dairy Producers:	Name	Phone number
Milk Purchaser contacts:		
Dairy Bulk Tank Engineer		
Parlour Engineer		

Section (2) – Training Record			
Date	Name of person trained	Experience/Training Topic	Name of trainer/course

Section (3) Complaints record pro-forma: Please record any complaint eg dirty stock, pollution incident made against the farm.			
Date	Nature of Complaint:	Received from:	Action taken:

Section (4) – Vermin Control Policy

Control measures are adopted:

- All bagged feed is to be stacked tidily on pallets off the floor and away from the walls
- All spilt food under feed bins is swept up and removed
- Feed stored loose on the floor or in bunkers is covered unless the whole building can be vermin proofed

- Temporary baits are checked every week baiting continues for one week after baits have stopped being taken
- Permanent baits are checked every 2 weeks. If signs of feeding are found, the bait is replenished and the premises re-surveyed
- Baits are placed safely where they are not be accessible to non-target species and do not contaminate feed

- Feed storage areas are checked for pests on a regular basis
- All dead rodents found are removed and disposed of

- Access to the bait by children and other animals is restricted
- Every effort is made to remove all rubbish and overgrown vegetation from outside the buildings and weeds and grass kept short

- All holes are blocked wherever possible. Wire mesh on windows will be no larger than 6 mm to keep out mice and junctions between walls, floors and ceilings are sealed
- Water cisterns and header tanks are sealed
- Obsolete plumbing is sealed and removed

Yr 1	Date:	Signed:
Yr 2	Reviewed:	Signed:
Yr 3	Reviewed:	Signed:
Yr 4	Reviewed:	Signed:

Section (5) – Policy on the Storage and Disposal of Sharps and Pharmaceutical Waste & Broken Needle Policy

(a) Storage and Disposal of Sharps and pharmaceutical waste

- Prior to disposal, all waste is stored safely in a secure, rigid container marked with appropriate warning symbols.
- The container and contents are disposed of by:

  (Description where or how waste containers are disposed of)

- Labels, packaging and literature are referred to before pharmaceutical waste is disposed of to check whether there are restrictions on the method of its disposal.
- All staff are aware of waste management procedures.
- Every effort is made to try to reduce the quantity of waste generated by purchasing only the quantity of medicine needed.
- If in doubt, the veterinary surgeon is consulted

(b) Broken Needle Policy:

(1) In the event that a broken needle is left in an animal during treatment, we:
- Mark the animal with a distinct and permanent form of identification.
- Record the date of the incident, the identity and the method of identification.
- Make a record of the injection site where the needle broke.
- When disposed of, the animal will be consigned directly to slaughter and not sold to another producer.

(2) The movement / means of disposal will be recorded in the herd / flock record book.

(3) If the animal is retained as breeding stock or it is retained for longer than 7 days, its health status will be checked regularly.

(4) The animal will only be marketed within 7 days if the withdrawal period for the substance being injected allows this.

(5) The animal will be consigned to a slaughterhouse with an emergency slaughter certificate from a veterinary surgeon providing details of the injection site.

(6) The injection site with the broken needle will be marked on the animal before consignment.

(7) If the animal is marketed after 7 days, it will be consigned to a slaughterhouse and the slaughterhouse informed in writing of the broken needle, the injection site and the date on which incident occurred. The injection site with the broken needle will be marked on the animal before consignment.

(8) If the animal is kept for home consumption care will be taken to avoid broken needle; alternatively it will be euthanised.

(9) Cattle and sheep will only be marketed as farm assured when the above procedures are followed.

Signed: ..... Date: .....

Section (6) – Warranty Declaration

This Appendix provides a draft 'Warranty' letter to provide information from the seller about the safety, quality and traceability of feeds supplied from non-assured sources or supply chains.

This draft warranty letter is only permitted for –

- Supply of forages or forage replacers (eg silage, hay, roots, root by-products, forage crops in situ)
- Farm to farm supplies of home-grown cereals or pulses.
- Farm to farm supplies of blends, compounds or other feed materials that are surplus to own requirements.*

* The validity of the warranty letter does not extend to cover compounds, blends, or feed materials purchased with the primary intent of re-sale directly or after blending. Farmers operating as such must register as a merchant or compounder and comply with the appropriate UFAS requirements.

Following completion, the letter must then be signed, dated and returned to the farmer by the feed supplier. The address of the feed supplier must be clearly stated. The letter can be valid for deliveries of the same material for a period of up to 12 months from the date of signature.

DRAFT LETTER

From: .....

.....

.....

.....

(*Supplier name & address)* **Date:**.....

To: ..... *[Recipient farmer]*

With reference to*:* Supply of ..... *[enter feed type]*

Warranty Declaration:

- This feed is suitable for consumption by livestock and is considered wholesome and free from any known contaminants.
- This feed has been stored, handled and transported so that the risk of contamination by pests or other means has been minimised and hygiene standards maintained at a level which is appropriate for materials entering the feed/food chain.
- Our records and premises are accessible for traceability and auditing purposes, on an appointment basis.

*For feeds **other** than forages or roots –*

Either *Tick as appropriate*

- These cereals / pulses are not assured under a farm assurance scheme but are accompanied by a grain passport which records details of any post-harvest pesticide treatments if applied. ☐

Or

- This feed or feed material comprises homegrown and/or purchased feed or feed materials surplus to own requirements. [NB – Any purchased feed or feed material must have originated from a UFAS, FEMAS or equivalent certified source.] ☐

Yours sincerely,

..... *(Signature)*

..... *(Name – print)*

GRAIN PASSPORT

SUPPLIER .....

CROP TYPE (e.g. wheat, beans etc.) .....

NAME OF HAULIER .....

VEHICLE REG NO. .....

TRAILER IDENTIFICATION NUMBER .....

POST HARVEST PESTICIDE TREATMENT

Please delete / complete sections A, B, and C as applicable.

A. No post harvest treatment of pesticide has been applied to the crop carried in the vehicle referred to above.

B. Post harvest pesticide applications at or below the recommended levels as stated by the manufacturer have been made to the crop carried in the vehicle referred to above. Details are as follows:

DATE	PRODUCT
.....	.....
.....	.....
.....	.....
.....	.....

C. (Applies to grain drawn from bulk stores) The crop carried in the vehicle referred to above has been drawn from a bulk, which was delivered by suppliers who declared it had been partly / entirely treated with post-harvest pesticides at or below the recommended levels as stated by the manufacturer as follows:

.....

.....

.....

.....

SIGNATURE

Signed ..... Date .....

Name (Print) .....

Position – Grower / Storekeeper / Other *(please specify)* .....

Section (7) – Health & Bio-Security Plan

(a) Farm Bio-security Plan		
Details of quarantine/isolation facilities and use		
	Cattle	**Sheep**
Location of isolation facility used to segregate sick or injured animals		
Routine bio-security procedures for brought in replacements and stores:		
Routine bio-security procedures for tack animals returning or leaving holding:		
Routine bio-security procedures for purchases of bulls and rams and hire or loan of bull and rams:		
Livestock Housing, Cleanliness and Disinfection		
Procedures undertaken to ensure stock housing is maintained in a clean condition including frequency of cleaning operation, disinfection and method of storage and location of animal waste		
Manure Storage and Application		
Procedures undertaken to evaluate manure heap sites and restrict access to them by stock		
Procedures used to ensure that stock do not graze land on which manure or slurry has been recently spread		

Farm Visitor Hygiene	
Procedures undertaken to ensure that farm visitors do not carry disease to and from the farm e.g. disinfection points	
Feed Storage	
Vermin control policy if different from FAWL Standard as noted in FAWL Scheme Management Record Book section 3	
Trough feeding of cattle	
Procedures implemented to restrict access to feeding and water troughs by badgers	
Procedures implemented to restrict access to livestock buildings by badgers	
Unexplained deaths and abortions	
Procedures adopted for unexplained deaths and abortions	
Fallen stock Management	
Disposal method	
Pick up point on farm	
Proximity of neighbouring stock	
Perceived health status of neighbouring farms	
Action taken to minimise the spread of disease or potential disease from neighbouring farms if thought necessary, e.g. double fencing, vaccination	

(b) Animal Health Plan

(i) Livestock Management – Routine Procedures		
Month:	**SHEEP**	**CATTLE**
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		

(ii) Routine Procedures		
Parasite Control – Sheep		
Type of parasite	**Treatment/method of control used**	**Timing**
Gut worms		
Liver Fluke		
Sheep Scab		
Lice		
Blow Fly Strike		
Other		

(ii) Routine Procedures – continued		
Parasite Control – Cattle		
Type of parasite	**Treatment/method of control used**	**Timing**
Gut worms		
Liver Fluke		
Lungworm		
Ecto-parasites (inc mange)		

(iii) Vaccination Policy – Sheep		
Type of disease	**Vaccine Used**	**Timing**
Clostridial disease		
Pasturellosis		
Footrot		
Orf		
Toxoplasmosis		
Enzotic Abortion		
Other		
Vaccination Policy – Cattle		
Scour		
Pneumonia		
Black Leg/Tetanus		
Lungworm		
Leptospirosis		
BVD		
IBR		
Other		

(iv) Review of regularly occurring diseases/problems and "Reason for treatment" data from the Medicine Book				
Disease/Problem	**No of occurrences during the year**	**Any obvious pattern in the timing of the treatment?**	**Additional Observations**	**Action Required**

(v) Targets for improvements in animal health in the following year:		
Cattle Enterprise	1	
	2	
	3	
	4	
Sheep Enterprise	1	
	2	
	3	
	4	
Other comment		

Yr 1	Date:	Signed:
Yr 2	Reviewed:	Signed:
Yr 3	Reviewed:	Signed:
Yr 4	Reviewed:	Signed:

Section (8) – Manure Management Plan

A Manure Management Plan will help identify when, where and at what rate to spread manures, slurry, dirty water and other organic wastes. Producers will benefit while minimising the risk of causing pollution. It will also help producers assess whether they have enough storage.

FAWL members will need to be able to identify where and when Manure can be applied and demonstrate that there is enough land area available for manures to be applied without exceeding a Total Nitrogen application of 250kg/ha/year. (Lower rates may apply for Nitrogen Vulnerable Zones (NVZ's).

Step 1: Map – **Have a map of the farm available.**

Step 2: Mark (a) ditches, watercourses, ponds (b) non-spreading areas (c) don't spread areas (d) high risk areas (e) very high risk areas & (f) low risk areas on the map. Estimate each total area size and include a key of when manures can be spread. (Colour codes will help to make it simple)

What	Where	Spreadable Area (Ha)	When
Water (BLUE)	Any ditches, watercourses and ponds. Also springs, wells or boreholes where water is used for human consumption or farm diaries, includingany on neighbouring land close to the farm boundary.	n/a	DO NOT SPREAD
Non-spreading Areas (WHITE)	Fields where manure would not normally be spread; non-farmed fields, woodlands or fields simply too far away from the farm buildings.	n/a	DO NOT SPREAD
Don't spread Areas (RED)	Areas where manure shouldn't be spread. At least 10 metres either side of all ditches and watercourses; 50 metres around springs, wells and boreholes, steep slopes with a high risk of run-off throughout the year; and Environmentally Sensitive Areas, Sites of Special Scientific Interest, or other land subject to management agreements.	n/a	DO NOT SPREAD
High Risk Areas (YELLOW)	Fields next to watercourse, spring or borehole with soil at field capacity with moderate slope or slowly permeable soil; where soil depth over fissured rock is less than 30cm; with effective pipe or field drains		Use throughout the year subject to ground conditions, but restrict application rates in winter.
Very High Risk Areas (ORANGE)	Fields likely to flood sometime in most winters; next to watercourse, spring or borehole where surface is severely compacted or waterlogged or have a steep slope and the soil is at field capacity or have a moderate slope and slowly permeable soil.		Avoid in winter and in a dry summer when soil cracks down to the drains, or when the soil is compacted.
Low Risk Areas (GREEN)	All other areas not already marked		Can be used throughout the year.
	Total Spreadable Area Available:		

Step 3: Compare area available and waste production

Calculate the area required to spread the manure produced on the farm in a year without exceeding a Total Nitrogen application rate of 250kg/ha. The guidelines below are a very simple indication.

Calculating Minimum Area Required:

	No of Stock Units	Months Housed	Hectares needed by Stock Unit	Total Area Needed (Ha)
Cow (650kg)		**X**	**X 0.039**	**=**
Cow (550kg)		**X**	**X 0.032**	**=**
Cow (450kg)		**X**	**X 0.025**	**=**
Heifer 2yr+ (500kg)		**X**	**X 0.019**	**=**
Youngstock 1-2yr (400kg)		**X**	**X 0.016**	**=**
Youngstock 6-12mths		**X**	**X 0.008**	**=**
Calf		**X**	**X 0.005**	**=**
Bull		**X**	**X 0.019**	**=**
Sheep		**X**	**X 0.003**	**=**
Lamb (up to 6 months)		**X**	**X 0.001**	**=**
Lamb (6-12 months)		**X**	**X 0.002**	**=**
			Total Area Required:	

If **Total Spreadable Area Available** exceeds the **Total Area Required** – plan is complete.

If **Total Spreadable Area Available** is less than the **Total Area Required** then a more detailed plan or alternative action is required.

- Experience has shown that following a Manure Management Plan reduces pollution risk.
- Retaining NPK for crop growth by minimising losses will save on the farms bagged fertiliser bill.
- If producers use contractors for muck spreading, a plan will provide a simple way of keeping them fully informed about pollution risks on the farm.
- Following a plan will help producers comply with the Code of Good Agricultural Practice for the Protection of Water.
- Such a plan may be required if producers intend to carry out improvements involving less than four months storage of slurry or dirty water.
- A plan provides evidence that effective procedures are in place.

Yr 1	Date:	Signed:
Yr 2	Reviewed:	Signed:
Yr 3	Reviewed:	Signed:
Yr 4	Reviewed:	Signed:

Section (9) – Crop Protection Records

Field or area treated	Date Applied	Operator	Reason for treatment	Product Applied	Dose Rate (lt or kg per ha)	Water volume (lt/ha)	Total area treated	Total product used	No graze/ harvest period (days)	Wind speed and direction

Section (10) Non-Biodegradable Farm Waste Plan

This plan identifies how non-biodegradable wastes such as plastic containers, silage wrap and similar wastes or surplus chemical crop protection products are managed on the farm. These can cause serious pollution problems and need to be disposed of carefully and in accordance with The Agricultural Waste Regulations 2006 and the relevant Codes of Practice.

Type of Waste Material	Chemical Name/Component (if applicable)	Method of Disposal/Recycling

Section (11) Secure Storage Of Fertiliser – Self Assessment Checklist

		Yes	No
1.	Did you obtain your fertiliser from a Fertiliser Industry Assurance Scheme (FIAS) approved supplier?	☐	☐
2.	Is your fertiliser stored away from areas where there is public access?	☐	☐
3.	Have you ensured that your fertiliser is not stored or left unattended within sight of a public highway?	☐	☐
4.	Do you have a current inventory of your fertiliser stock?	☐	☐
5.	Does your inventory detail the type and brand of fertiliser delivered, stored and used?	☐	☐
6.	Do you have a record of the manufacturers' code numbers?	☐	☐
7.	Is your fertiliser stored in a secure building or compound? Or Is your fertiliser stored fully sheeted with tamper evident precautions?	☐	☐
8.	Do you have a protocol, which is known to all staff, detailing what action must be taken if stored fertiliser is tampered with or unaccountably goes missing (i.e. theft)?	☐	☐
9.	How often do you check your fertiliser stock to ensure that any discrepancy is noticed as soon as possible? *(Tick as appropriate)* Daily ☐ Weekly ☐ Monthly ☐	☐	☐
10.	If you store 25 tonnes or more of fertiliser, have you notified your local fire officer and Health and Safety Executive (HSE)? For further advice please refer to SI 1990 No. 304 – The Dangerous Substances (Notification and Marking of Sites) Regulations 1990.	☐	☐
11.	If you are storing 150 tonnes or more of ammonium nitrate or ammonium nitrate based fertilisers which contain more than 15.75% nitrogen by weight, have you notified the Health and Safety Executive?	☐	☐

(12) SPRAYER SELF-ASSESSMENT CHECK-LIST

Sprayer Make: Model:

Date of assessment: Name of person who made the checks:

Key: Checked/Completed Needs Attention Adjusted Not Applicable

Mechanical

- ☐ Is the attachment to tractor secure?
- ☐ Is the chassis and structure free of cracks and rust?
- ☐ Are the wheels and tyres in good condition?
- ☐ Are guards, inc. PTO shaft guard, secure and undamaged?

Hydraulic system, incl. tracking system if fitted

- ☐ Are they free from leaks under pressure?
- ☐ Are the hoses and connections worn or cracked?

Electrical system

- ☐ Is the wiring undamaged & are all connections properly insulated?
- ☐ Do all the lights work properly?

Pneumatic system

- ☐ Is the system free from leaks when working under operating pressures?

Sprayer tank

- ☐ Are the tank/chassis fasteners secure?
- ☐ Free from leaks?
- ☐ Does the lid fit securely and free from leaks?
- ☐ Is the contents gauge clearly legible?

Boom

- ☐ Is it properly latched when folded for transport?
- ☐ When unfolded, is it straight and level?
- ☐ Does the height adjustment and suspension work properly?
- ☐ Does the boom return to level when displaced to left
- ☐ and right?
- ☐ Are the break-backs functioning freely?
- ☐ Are the mountings and linkages secure and not worn?

Spray lines

- ☐ Are they free from leaks under pressure?
- ☐ No hoses and connectors worn or cracked?
- ☐ Are all valves and filters in good condition?

Nozzles

- ☐ Are all fittings and turrets in good condition?
- ☐ Are all nozzles correctly orientated?
- ☐ Are all check valves working properly?
- ☐ Is the spray/distribution pattern visually correct?

Controls and valves

- ☐ Are the master on/off switches working correctly?
- ☐ Are all boom section switches functioning?
- ☐ Can you read the pressure gauges easily?
- ☐ Are all labels appropriate and legible?
- ☐ Is the pressure adjustment/stable?
- ☐ Pressure gauge reading zero?

Chemical induction system

- ☐ Are the system and controls working properly?
- ☐ Is it free from leaks under pressure?
- ☐ Are all labels appropriate and readable?
- ☐ Is the rinse system and container wash system working properly?

Tank rinse system

- ☐ Is the system functioning properly?

External wash-down

- ☐ Is the system functioning properly?

Personal

- ☐ Water supply tank filled?
- ☐ Is the clothing locker clean and contents complete?