



BRITISH DEER FARMS AND PARKS ASSOCIATION

DEER PARK ASSURANCE SCHEME

LEVEL 1 STANDARDS



Acoura Certification

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BDFPA Deer Park Assurance Scheme Level 1.

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How the scheme works.

The British Deer Farms and Parks Association (BDFPA) represents the deer industry and the production and sale of deer and venison from Farms and Parks within 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 on www.bdfpa.co.uk or www.acoura.com

BDFPA has contracted out the inspection and certification work for their schemes to a specialist independent third party, Acoura Certification. They can be contacted by email at info@acoura.com by telephone on 0131 335 6603 or by post at 6 Redheughs Rigg, Edinburgh. EH12 9DQ

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.co.uk or www.acoura.com. Alternatively email info@acoura.com or telephone Acoura on 0131 335 6603 to request a copy of the Standards and an application form.

Please complete the application form and send along with a cheque to:

The British Deer Farms and Parks Association, PO Box 7522, Matlock, DE4 9BR

The BDFPA will acknowledge receipt of your application form and issue a receipt for payment.

The Assessment process

Within 30 days of receiving your application you will be contacted by an Acoura assessor who will provide you with a self-assessment declaration together with details of copies of documents and additional information that you must submit, along with the completed self-assessment form to Acoura offices either electronically or by post within 30 days of being contacted by the assessor.

The assessor will carry out a desktop review of your self-assessment checklist and the documents you have submitted to see if you comply with the scheme standards. If there are any gaps the assessor will contact you to discuss these with you and record them as non-compliances. At the end of the initial review your assessor will return a record detailing any non-compliances that have been found. These could be minor or major. The assessor will also submit a report on the findings of the whole assessment to Acoura for consideration and the Certification decision to be made.

Minor – the applicant/member has tried to meet the requirements of the standard, but with a few gaps. There is no immediate risk to animal health and welfare or food safety.

Major – there has been no attempt to meet the requirements of the standards and/or there is a serious risk to animal health and welfare and/or food safety.

If there were no non-compliances found during the assessment you need take no further action and Acoura will write to you confirming that you are now assured and issue a Certificate and your details will be available via the BDFPA Assurance checker which shows you are assured.

Submitting evidence of corrective action

If non-compliances have been found you will have to send in evidence to Acoura to demonstrate you are complying with the standards. The assessor will explain what format will be acceptable – for example a copy of documents or invoices for work completed or before and after photographs. In some cases we may require to carry out a site visit to check on specific issues.

Once the details of your corrective action have been received at Acoura this will be reviewed along with your self-assessment declaration and additional documentation and if everything is satisfactory then Acoura will write to you confirming that you are now assured and issue a Certificate of Conformity and your details will be available via the BDFPA Assurance checker which shows you are assured.

Failure to submit satisfactory evidence to Acoura

If we have not heard from you within three months of the date of our initial request for information your application will not be progressed. You will be advised in writing that your membership has been withdrawn from the scheme.

If you later decide you wish to be a member of the scheme you will have to reapply to join as a new applicant.

Ongoing membership

As part of your ongoing membership you will normally be assessed annually with an assessment interval of around 12 months. The assessment interval may vary slightly from year to year to allow your business to be assessed at different times of the year. You will be contacted by an Acoura assessor who will provide you with a self-assessment declaration together with details of copies of documents that you must submit, along with the completed self-assessment form to Acoura offices either electronically or by post within 30 days of being contacted by the assessor.

The assessor will carry out a desktop review of your self-assessment checklist and the documents you have submitted to see if you comply with the scheme standards. If there are any gaps the assessor will contact you to discuss these with you and record them as non-compliances. At the end of the initial review the assessor will return a record to you detailing any non-compliances that have been found. These could be recorded as minor or major non-compliances. The assessor will also submit a report to Acoura on the findings of the whole assessment to Acoura for consideration and the Certification decision to be made.

Minor – the applicant has tried to meet the requirements of the standard, but with a few gaps.

Major – there has been no attempt to meet the requirements of the standards or there is a serious risk to animal health and welfare and/or food safety.

In the event that a major non-compliance has been found, your membership of the scheme will be suspended with immediate effect until such a time as you can demonstrate that you comply with the scheme standards. In some cases we may require to carry out a site visit to check on specific issues.

Approved membership will continue where no non-compliances have been found at the assessment.

Failure to submit satisfactory evidence to Acoura

If we do not receive satisfactory corrective action within 30 days your membership status will be suspended and you will be not approved. Your certificate will be invalid and your status will be changed to 'not approved' on the BDFPA Assurance checker. If we still have not heard from you in another 90 days your membership will be withdrawn and should you later wish to rejoin the scheme you will have to rejoin as a new applicant and will not be approved until satisfactory evidence that you comply with the standards has been received.

In the event that you will not be able to complete any corrective action within the 30 day time limit you should contact Acoura as soon as possible to discuss your plan of action. Under some circumstances an extension to may be granted.

Site visits and spot checks

During the year Acoura carry out a number of site visits to follow up after the routine assessment and also a number of spot checks in addition to your routine assessment. Under certain circumstances, for example, to verify that satisfactory corrective action has been completed and the standards are being maintained, the member may be liable to be charged for the revisit. There may be a requirement that the assessor on the site is accompanied in order to monitor the assessment performance. It is a requirement of the scheme that in these circumstances, members allow access to their premises for the sole purpose of observing the assessment.

Complaints

In the event you wish to complain against any part of the assessment process and resulting decision of your membership status you should put the details of your complaint in writing and post or email to Acoura Ltd.

Appeal

In the event you wish to appeal against any decision made you should write/email to Acoura giving the grounds for your appeal. Any appeal should be received by Acoura within 14 days of the receipt of the decision. Acoura reserves the right to charge the costs of appeal to the appellant should the appeal fail. During the period of the appeal the original Acoura certification decision will stand.

Changes of business details

If there are any changes to your business relevant to your membership of the scheme then you are required to inform Acoura of the changes by email at info@acoura.com or on 0131 335 6603.

Prosecutions

It is a requirement that any prosecutions relating to your business are reported to Acoura. Failure to do this could result in the withdrawal of your BDFPA Assurance scheme membership and certificate.

These Standards do not seek to duplicate existing published documents on husbandry and welfare and food safety. Reference should be made to these documents as appropriate.

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"> Copy of current version of BDFPA Park Deer Quality Assurance Scheme Standards must be available to all staff. 	
1.2	D	<ul style="list-style-type: none"> Copy of the Deer Initiative Good Practice Guide must be available to all staff. (appendix 1) 	
1.3	D	<ul style="list-style-type: none"> Copy of the FSA Wild Game Guide – revised June 2014 must be available. (appendix 1) 	
1.4	R	<ul style="list-style-type: none"> Current Risk Assessment (to include awareness of firearms safety issue, experience & appreciate local public safety. Must be reviewed at least annually & records kept of the review (Template in appendix 2) 	
1.5	R	<ul style="list-style-type: none"> Public Liability Insurance appropriate for the business must be in place. 	
1.5	R	<ul style="list-style-type: none"> Records of all movements of deer and venison on and off the park must be recorded. 	
1.6	R	<ul style="list-style-type: none"> Live deer leaving the holding of birth must be tagged to ensure traceability and a record kept of all tagging. 	
1.7	R	<ul style="list-style-type: none"> 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) 	
1.8	R	<ul style="list-style-type: none"> 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) 	

2 Stockmanship

Standard No	Document Record		Self Check
2.1	R	<ul style="list-style-type: none"> Each Park must have a named individual responsible for health and welfare of all deer. 	
2.2		<ul style="list-style-type: none"> All deer must be inspected by the person responsible at least once per day to check their health and welfare. 	
2.3	R	<ul style="list-style-type: none"> Each Park must provide training for stockpersons in deer health and welfare. Training records of internal and external training must be kept. 	
2.4	R	<ul style="list-style-type: none"> Each Park must ensure that staff are competent for the tasks they have to carry out. 	
2.5	R	<ul style="list-style-type: none"> 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. 	
2.6	R	<ul style="list-style-type: none"> Each Park must carry ongoing documented training records for all staff detailing internal & external training. (Template in appendix 5) 	

3 Deer Biosecurity

Standard No	Document Record		Self Check
3.1	D	<ul style="list-style-type: none"> 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. 	
3.2	R	<ul style="list-style-type: none"> It is recommended that regular (at least annual) deer counts are carried out and reconciled, and records kept. 	
3.3		<ul style="list-style-type: none"> Park boundaries must be deer proof. 	

4 Park Facilities

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

5 Deer Health & Welfare

Standard No	Document Record		Self Check
5.1		<ul style="list-style-type: none"> The health and welfare of all deer must be met at all times. 	
5.2	D	<ul style="list-style-type: none"> A Documented Park Deer Health & 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) 	
5.3	R	<ul style="list-style-type: none"> 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. 	
5.4	R	<ul style="list-style-type: none"> Records of ill health must be kept. 	
5.5	R	<ul style="list-style-type: none"> 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) 	

5.6		<ul style="list-style-type: none"> Where any treatments have been administered, a declaration by the food business operator who reared the animals, stating the animals 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. 	
5.7		<ul style="list-style-type: none"> 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. 	

6 Feed & Water

Standard No	Document Record		Self Check
6.1	D	<ul style="list-style-type: none"> A documented feed plan must be maintained. (Template in appendix 8) 	
6.2		<ul style="list-style-type: none"> 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, 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. 	
6.3	R	<ul style="list-style-type: none"> 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. 	
6.4		<ul style="list-style-type: none"> Deer must have continuous access to an adequate supply of fresh clean water 	

7 Culling

Standard No	Document Record		Self Check
7.1	D	<ul style="list-style-type: none"> Each Park must have a documented culling plan. This must include as a minimum the number, species, age sex and group details (where deer kept in separate groups). 	
7.2			
7.3	R	<ul style="list-style-type: none"> Culling must take place within the requirements of the Deer Act 1991 (appendix 1) 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. 	
7.4	D	<ul style="list-style-type: none"> 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) 	
7.5	R	<ul style="list-style-type: none"> Gralloching must be carried out as soon as possible after cull, & certainly within 1 hour. Gralloching must be carried out in a hygienic manner according to Best Practice principles. (template in appendix 9) 	
7.6	R / D	<ul style="list-style-type: none"> Ante and post mortem inspection must be carried out and findings recorded for all deer culled. Procedures must be in place for when a notifiable disease is suspected. (template in appendix 9) 	
7.7		<ul style="list-style-type: none"> Carcases must be transported to the larder as soon as possible after culling. 	
7.8		<ul style="list-style-type: none"> Vehicles used to transport carcasses must be constructed to ensure carcasses are transported in hygienic conditions. 	
7.9		<ul style="list-style-type: none"> Stacking of carcasses is strictly forbidden. 	

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"> Larders must be designed, constructed and maintained to enable all game to be stored in a clean hygienic condition, free from contamination. 	
8.2		<ul style="list-style-type: none"> 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. 	
8.3		<ul style="list-style-type: none"> The larder must have adequate natural or artificial lighting. Lighting must be fitted with protective covers to avoid the risk of glass contamination. 	
8.4		<ul style="list-style-type: none"> 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. 	
8.5		<ul style="list-style-type: none"> 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. 	
8.6		<ul style="list-style-type: none"> All larders must have access to a properly equipped first aid kit. 	

9 Larder Work

Larder work relates to the storage of primary products ie. 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"> • Carcasses must be handled and stored in the larder in accordance with current food legislation. 	
9.2	D	<ul style="list-style-type: none"> • All Deer Larders must be registered with Local Authorities as Food Business Operators. 	
9.3	D	<ul style="list-style-type: none"> • All Deer Larders must have a written hygiene hazard assessment plan. (A sample plan is available in appendix 10) 	
9.4	D	<ul style="list-style-type: none"> • All Deer Larders must have a current HACCP control plan in place. 	
9.5	R	<ul style="list-style-type: none"> • 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 & 13). 	
9.6		<ul style="list-style-type: none"> • Larder premises must always be clean and hygienic before any fresh carcasses are hung. No waste water must be allowed on work surfaces. 	
9.7		<ul style="list-style-type: none"> • 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. 	

9.8		<ul style="list-style-type: none"> An inspection of the carcase 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 & Plant Health Agency (APHA) and detailed on the trained person declaration. 	
9.9	D	<ul style="list-style-type: none"> 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 & Plant Health Agency (APHA), Animal Health Inspector, Chief Environmental Health Officer. 	
9.10		<ul style="list-style-type: none"> 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 carcase must be retained outside the larder, in secure storage with the head, pluck and gralloch away from other carcasses. 	
9.11	R	<ul style="list-style-type: none"> Carcasses must be weighed and labelled using approved labels to ensure traceability and comply with current Food Hygiene Legislation. 	
9.12		<ul style="list-style-type: none"> Carcasses hung in a larder or chiller unit must not touch one another to allow free circulation of air. 	
9.13		<ul style="list-style-type: none"> 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. 	
9.14	R	<ul style="list-style-type: none"> 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. 	
9.15		<ul style="list-style-type: none"> Active chilling must begin as soon as possible after killing. 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 >7 degree centigrade. Temperature in the larder (and chiller if there is one) must be recorded continuously and the records kept. 	
9.16	R	<ul style="list-style-type: none"> 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. 	

9.17		<ul style="list-style-type: none"> 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. 	
9.18		<p>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).</p>	

10 Disposal of waste

Standard No	Document Record		Self Check
10.1		<ul style="list-style-type: none"> Organic waste must be put in specially provided and identified waste containers which are leak proof and covered. They must be kept clean and hygienic at all times. Waste must not be put on the floor. 	
10.2	R	<ul style="list-style-type: none"> Disposal of organic and inorganic waste must comply with legislation. Records of disposal of all waste must be kept for 3 years. 	

11 Complaints

Standard No	Document Record		Self Check
11.1	R	<p>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 Acoura 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)</p>	

Appendix 1

Essential Documents.

The Deer Initiative Good Practice Guide

http://www.thedeerinitiative.co.uk/best_practice/

The Wild Game Guide – revised November 2015

<https://www.food.gov.uk/sites/default/files/multimedia/pdfs/guidance/wild-game-guide.pdf>

Deer Farming – Health & Welfare

<https://www.gov.uk/deer-health-welfare-and-movement>

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 (eg)	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 & 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 5

**CPD/Training Record
2014**

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 carcass weights and any abnormalities they find within the carcass. 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 larger 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

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
<i>Example</i> <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 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**Chemicals in use**

Chemical	Where to be used	When to be used	Formulation	Who uses it	Other details

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 12**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 abide by the rules at all times.

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 13

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 14**COMPLAINTS REGISTER**

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

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BRITISH DEER FARMS AND PARKS ASSOCIATION

DEER PARKS ASSURANCE SCHEME

LEVEL 1 STANDARDS



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