

**Overview**

This standard covers the process of planning, managing and evaluating the procedures and protocols put in place for site hygiene and bio-security.

Good hygiene and bio-security arrangements are essential to the successful operation of any agricultural business. They should be an integral part of the ongoing management and are key factors in quality assurance. This standard is also relevant to businesses with retail units, where there is a particular emphasis on high standards of food safety.

This standard is suitable for those with responsibility for the management of site hygiene and bio-security.

## Performance criteria

### *You must be able to:*

1. plan site hygiene and bio-security procedures and protocols, including contingency plans, to meet known and anticipated risks
2. seek specialist advice where required
3. confirm that risk assessments of site hygiene and bio-security are carried out regularly, and that management practices are in place to minimise potential breaches
4. confirm that all site hygiene and bio-security procedures and protocols are in accordance with relevant legal requirements, codes of practice and quality assurance requirements
5. confirm that all agreed site hygiene and bio-security procedures and protocols are communicated to and understood by relevant parties i.e. staff, visitors, customers, contractors
6. manage all site hygiene and bio-security procedures and protocols to confirm that they are correctly implemented
7. confirm that working methods promote health and safety and are consistent with relevant legislation, codes of practice and organisational requirements
8. confirm that those involved in maintaining site hygiene and bio-security are using appropriate personal protective equipment (PPE)
9. monitor and evaluate the effectiveness of all site hygiene and bio-security procedures and protocols and update these accordingly
10. monitor the methods of communicating site hygiene and bio-security procedures and protocols to relevant parties and revise them if required
11. confirm that the site is prepared for inspections by relevant external authorities
12. confirm that records are maintained and stored as required by relevant legislation, codes of practice, quality assurance requirements and organisational policies

## Knowledge and understanding

*You need to know and understand:*

1. the need for site hygiene and bio-security procedures and protocols
2. the sources of information and specialist advice on site hygiene and bio-security
3. how to plan and produce site hygiene and bio-security procedures and protocols
4. the importance of ensuring that all site hygiene and bio-security procedures and protocols are produced in accordance with relevant legal requirements and codes of practice
5. the implications of not following legal requirements and codes of practice for site hygiene and bio-security
6. the need for regular risk assessment of hygiene and bio-security and the details of any relevant specific standards
7. the importance of reducing the risk of contamination
8. how to manage the communication and implementation of site hygiene and bio-security procedures and protocols, in accordance with legal requirements and organisational requirements
9. your responsibilities under relevant environmental, health and safety and food hygiene legislation, codes of practice and organisational requirements
10. the importance of confirming that the correct personal protective equipment (PPE) is used when carrying out activities to maintain site hygiene and bio-security
11. the standards required by appropriate quality assurance schemes
12. the relevant external authorities who are authorised to inspect and what is required at the inspection
13. the methods for evaluating site hygiene and bio-security procedures and protocols and why this is important
14. the importance of monitoring the effectiveness of the methods of communicating site hygiene and bio-security procedures and protocols to others
15. the requirements for reporting and recording and the length of time for which records should be retained

## Glossary

### Site hygiene and bio-security procedures and protocols:

- site access bio-security
- hygiene requirements for facilities
- equipment and personnel
- chemical access
- storage and use

### Specific standards:

HACCP (Hazard Analysis and Critical Control Points)

## Links to other NOS

Animal health and welfare is covered in standard LANAgM11

Plan, manage and evaluate site hygiene and bio-security

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**Suite** Agricultural Management

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