

Annexe H

HEALTH & SAFETY POLICY AND PROCEDURES MANUAL FOR EXAMINATIONS

JUNE 2019

DATE OF EXAMINATIONS:

HEALTH & SAFETY POLICY STATEMENT

The Central Association of Agricultural Valuers (CAAV) believes that high standards of Health and Safety are an essential part of good business management.

Qualification for election to Fellowship of the CAAV is by one single, three part examination. The three parts are:

- a) A practical assessment based on a property
- b) A national written examination
- c) An oral interview

During the examinations, the Association will meet its responsibilities under all of the relevant Health & Safety Legislation. The aim is to prevent accidents and ill health to both candidates and examiners. The Association will take all reasonable steps to protect those affected by their activities, by implementing safe operating procedures, safe systems of work and any other necessary actions to eliminate or reduce foreseeable hazards.

The Association will also take all reasonable and practical steps to prevent or reduce significant harmful impacts on the environment, which may result from its activities.

This policy can only be successful with the active co-operation of all candidates and examiners. The Association therefore believe that it is the responsibility of all members to perform their tasks safely by following established safe working practices, using proper safety equipment, and by reporting or correcting unsafe acts or conditions.

The Convener/Exam Secretary has responsibility for overseeing all Health & Safety matters prior to and during the examination to ensure that all candidates and examiners:

- a) Are provided with information on health & safety including emergency procedures and risk assessments;
- b) Are provided with Personal Protective Equipment where necessary;
- c) Work towards excellence in Health & Safety
- d) Comply with the Association's Health & Safety Policy for Examinations
- e) Receive information and training, and are consulted on issues affecting their Health & Safety

This document will be completed annually in advance of the examinations, having assessed the risks on both the farm and within the examination halls. It will then be retained by the Convener for use during the examinations.

SIGNED: _____

(Convener/Exam Secretary for _____)

HEALTH & SAFETY RESPONSIBILITIES

CAAV Executive

It is their responsibility to ensure that:

- They are fully aware of their health, safety and welfare duties to CAAV members and candidates and others who may be involved with the examination process.
- The policy is regularly reviewed and brought to the attention of CAAV members and candidates.
- Sufficient arrangements, facilities and finance are available for implementing this policy.
- Adequate third party liability insurance cover is in place.
- Safe systems of work are in operation, and members involved in the examination process receive information and, where necessary, appropriate training.

Nominated Person – CAAV Secretary & Advisor

It is their responsibility to:

- Set health and safety objectives for the CAAV.
- Monitor performance.
- Undertake investigation of major accidents, incidents and near misses.
- To keep the other members of Executive informed of any health and safety related issues that are required to be brought to their attention, such as:
 - The results of performance monitoring
 - Any significant breaches of health and safety legislation
 - The outcome of accident investigation
- To ensure members involved in the examination process are consulted, where appropriate, in regard to matters affecting their health and safety and that of their candidates.
- Measure, audit and review the organisation's health & safety performance on a regular basis.

It is also their responsibility to ensure that:

- All members and candidates involved in the examination process are fully aware of, and instructed in, their responsibilities as imposed by legislation.
- Safe systems of work are in operation.

Convener/Examination Secretary

It is their responsibility to ensure that:

- Examiners and candidates are provided with adequate Personal Protective Equipment where this is required;
- Where appropriate, examiners and candidates are provided with the right equipment to undertake the tasks they are being required to do and that they know how to use it.
- Records are maintained of candidates, examiners and other members present on site.
- Records are maintained of hazards on particular sites and any relevant people are notified.
- Members involved in the examination process receive adequate health and safety training in order that they can keep the candidates safe.
- Necessary warning notices are displayed, and all statutory registers are provided and used.
- Risk assessments are undertaken and reviewed annually for each individual farm and examination centre and appropriate precautionary measures issued to examiners and candidates where necessary.

- Where necessary, COSHH assessments are undertaken and issued to examiners and candidates for implementation of control measures.
- The examination centre in which candidates are sitting exams are safe.
- The CAAV complies with the requirements of the Fire Precautions (Workplace) Regulations.
- They are aware of the Reporting of Injuries, Disease and Dangerous Regulations 2013 (RIDDOR 2013) and ensure that when necessary the appropriate report is made to their enforcing authority.
- The Association complies with the requirements of the First Aid at Work Regulations.
- Visits from any enforcing authority are managed and any issues raised are acted upon.
- Accident and near miss information is co-ordinated, analysed and action taken to avoid recurrence.
- For examiners who are taking candidates to exam centres, guidance is provided on driving and the use of hand held devices while driving.
- Procedures are in place for examiners and candidates with special needs.

Examiners, Observers and Candidates

Examiners, Observers and Candidates involved in the examination process must:

- Take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions;
- Notify the Exam Convener immediately if there are any medical conditions which could affect personal safety such as epilepsy or diabetes etc;
- Co-operate in regard to health and safety;
- Not interfere with, or misuse anything provided in the interest of health, safety and welfare;
- Willingly accept training, information and instruction to allow them to fulfil their health and safety responsibilities and duties;
- Be aware of safe systems of work and that they operate in accordance with them;
- Ensure that details of accidents or incidents in which they are involved are reported to the Exam Convener and entered into the accident book;
- Co-operate in the investigation of accidents or incidents;
- Report all significant hazards to the Exam Convener immediately;
- Ensure that any vehicle that they use on public roads is legal and that they have an appropriate current driving licence;
- Be aware of the fire precautions and first aid procedures;
- Ensure that suitable personal protective equipment is used when required.

REMEMBER

Anyone found behaving to their own, or another person's detriment, in regard to this policy or other procedure, could be held personally responsible in law and may be subject to disciplinary proceedings which may lead to their dismissal from the exams and/or the CAAV.

HEALTH & SAFETY ARRANGEMENTS

1. Fire

All fires, no matter how small, are a threat to the examiners and candidates. They all need to be aware of:

- a) The nearest exit from any room or building
- b) What to do if they discover a fire
- c) What to do if someone else raises the alarm

This information will be provided by the Convener / Exam Secretary at the beginning of each day of the examination.

- a) **Fire Risk Assessment** – A fire risk assessment will be carried out on the Farm on which the practical examination is to be held. This will identify possible sources of ignition and fuel, the location of fire extinguishers and will identify anyone who may be put at risk from the effects of fire or smoke inhalation. This will usually be the examiners, candidates, observers, the farmer and his family and staff. You should take careful note of any areas where there is public access. If such access is in close proximity to the farm, the general public may also be at risk.

A fire risk assessment should also be prepared for the examination hall. This should follow the same format but should also identify the various exit routes from the hall. The location of fire alarms and fire extinguishers should be noted. There may be a fire procedure for the hall which you should familiarise yourself with.

- b) **Fire Procedure** – **The fire procedure should be displayed at all times in a central location. (see page 7)**

When everyone has been moved to a place of safety, the Convener/Exam secretary should check that all candidates and examiners are present and correct.

- c) **Meeting Place** – All candidates and examiners whilst on the farm should be aware of their surroundings and act accordingly in the event of fire. **A specified meeting place should be agreed upon.**
- d) **Fire Extinguishers** – Fire extinguishers should be available both on the farm and within the examination hall. **A nominated person who has been trained in the use of fire extinguishers should be responsible for their use.**

One fire extinguisher should be held by the Convener/Exam secretary.

CAAV EXAMINATIONS

FIRE PROCEDURE

If you discover a fire:

1. Raise the alarm, alert an examiner and ensure that everyone within the vicinity is aware that there is a fire and moves away to a place of safety.
2. If it is safe, check all the rooms in the area to ensure that everyone is alerted to the fire and moves to a place of safety.
3. Alert the emergency services
4. Tackle the fire only if you feel safe and are trained to do so.
5. Move to a place of safety and await the emergency services.

If you hear someone raising the alarm:

1. If it is safe, assist in ensuring that the area is cleared of people.
2. Contact the Emergency Services (it is better for two people to phone 999 than for no-one to phone in the belief that someone has already done so.) Use of a mobile telephone will be permitted in the event of an emergency.
3. Move to a place of safety and await the emergency services.

Note: This Fire Procedure is to be clearly displayed on the farm and within the examination hall and examiners marking room together with any other rooms in which candidates or examiners are held during the examination process.

CAAV EXAMINATIONS

FIRE ARRANGEMENTS

PRACTICAL EXAMINATION CENTRE

Before the Exam:

Fire Risk Assessment completed: YES/NO

Name of person who completed the risk assessment: _____

Date: _____ Time: _____

Day of Exam:

Candidates & Examiners have been notified of the fire procedure YES/NO

Name of person who provided this information: _____

Date: _____ Time: _____

The meeting place is: _____

The fire extinguishers are located at: _____

The nominated person trained in the use of fire extinguishers is: _____

Note: To be completed by the Exam Convenor prior to and on the day of the examinations

CAAV EXAMINATIONS

FIRE ARRANGEMENTS

WRITTEN & ORAL EXAMINATION CENTRE

Before the Exam:

Fire Risk Assessment completed or obtained from venue: YES/NO

Name of person who completed the risk assessment: _____

Date: _____ Time: _____

Day of Exam:

Candidates & Examiners have been notified of the fire procedure YES/NO

Name of person who provided this information: _____

Date: _____ Time: _____

The meeting place is: _____

The fire extinguishers are located at: _____

The nominated person trained in the use of fire extinguishers is: _____

Note: To be completed by the Exam Convenor prior to and on the day of the examinations

2. Risk Assessments

A Risk Assessment is an examination of what activities could cause harm to yourself and others. It is a step by step process which is undertaken with the aim of preventing injury and ill health.

Five steps should be taken to produce the risk assessment:

1. Identification of possible hazards – a hazard is anything that can cause harm.
2. Assessment of likelihood of injury and severity of injury.
3. Identification of suitable precautions which may be taken to minimise risk – risk is the likelihood that someone will be harmed by the hazard.
4. Review of likelihood of injury and severity of injury assuming precautions are followed.
5. Record the findings.

All hazards will be identified and assessed and the results will be recorded. Safe systems of work will be applied to all examination activities to control, minimise or eliminate risk.

An example risk assessment has been included with this policy. Specific hazards or activities which should be assessed include:

- a) **Slurry Lagoons** – ensure that candidates stay clear at all times and erect appropriate warning notices. If possible, use warning tape to cordon off the area.
- b) **Livestock** – if you require candidates to enter a pen with livestock, ensure that adequate risk assessments have been completed beforehand and examiners to watch them at all times. If candidates are in any danger, they are not to enter pens with livestock.
- c) **Workshop Operations** – notify farm workers of the presence of candidates and ensure that all candidates are kept well away from workshop operations, particularly where welding activities are taking place.
- d) **Bale stacks** – these should be checked to ensure that they are stable. If there are any unstable stacks of bales, the area should be cordoned off with warning tape and candidates and examiners should be kept well away. Appropriate warning notices should also be displayed.
- e) **Slips, Trips and Falls** – check the area for anything which might cause slips, trips and falls and ensure that appropriate warning signs are erected. Minimise walking distance between questions where possible.
- f) **Farm Machinery & Vehicle Movements** – think about vehicles moving around the farm whilst candidates are on site and take whatever measures are possible to minimise these and keep the candidates safe. Remember that they will be concentrating on the exam question and may not be aware of vehicle movements in the vicinity. In some circumstances it may be necessary for candidates and examiners to wear high-viz vests so that farm staff can clearly see them. If possible, move candidates to a place of safety whilst they are answering the question. Also be aware of stationary machinery which have particular hazards such as bale spikes.
- g) **Unsafe Buildings** – look in particular for loose roofing materials, loose cladding materials and low ceilings on traditional buildings. Ensure that the floor is safe to walk on and do not allow candidates access to buildings which appear unsafe.
- h) **Access and Parking** – ensure that this is safe and candidates and examiners can safely get into and out of their vehicles. If there are issues, consider transporting candidates to the examination centre by bus.

- i) **Inclement Weather** – ensure that adequate provision is made for inclement weather and that candidates and examiners have somewhere dry to sit and write examination answers. Ensure that yards are salted in frosty weather to avoid slips and falls. If the weather is poor, candidates appreciate a hot drink! Attend immediately to any candidate who appears to be suffering from extreme cold. In wet weather, it is appreciated by candidates if examiners could hold an umbrella for them whilst they write their answers. Put machinery, livestock and commodities under cover wherever possible.
- j) **Broken Chamber Covers** – ensure that the farm is checked for any broken chamber covers and remedial action taken to cover these.
- k) **Electrical Cables** – ensure that any electrical cables are safe and away from areas where candidates may come into contact with them.
- l) **Chemicals** – ensure that candidates are kept away from any farm chemicals, especially in places where there may have been chemical spills. In this event, prepare a COSHH assessment accordingly.
- m) **Toilet Facilities** – ensure that candidates and examiners have access to toilet facilities for the duration of the exam.

More detailed notes are provided in the Briefing for Examiners section.

Please note that this list is not exhaustive and you must assess all hazards identified on the specific farm and within the examination hall.

3. First Aid

Enclosed with this policy is a risk assessment for a first aid emergency.

All candidates and examiners will be made aware of the first aid procedure.

A full first aid kit should be available on the farm and within the examination hall.

A first aid kit is located with the Exam Convener.

A trained first aider must be available both on the farm and within the examination hall. You should not attempt to give more than basic first aid if you have not been trained.

An accident book will be kept with the first aid kit and completed in the event of an incident or accident. Near misses should also be recorded. The entry should include the following information:

- Date, time and place of incident or treatment
- Name of injured or ill person
- Details of injury/illness and the treatment given
- What happened to the person immediately afterwards
- Name and signature of person providing treatment.

If a reportable incident arises during the course of the examination, Central should be notified immediately and the appropriate forms completed by the Convener.

In the event of an incident, the following procedure should be followed:

ACCIDENT PROCEDURE

1. **Assess the situation** – take in what has happened. Assess the situation quickly and calmly.
2. **Make the area safe** – protect the casualty, bystanders and yourself from danger
3. **Assess all casualties & give emergency first aid** – decide priorities of treatment; deal with life-threatening conditions first; with more than one casualty, decide who needs attention most urgently.
4. **Get help** – quickly ensure that an ambulance is on its way; get bystanders to help.
5. **Deal with the aftermath** – report to the ambulance crew; clear up the scene to make it safe; take care of uninjured relatives/colleagues.

4. COSHH

Neither candidates nor examiners will be required to use any hazardous substances during the course of the examination which might cause damage to their health.

The risk assessments will identify any substances or materials which might fall into this category and appropriate precautions will be taken to ensure that members are not put at risk. COSHH Assessments will be prepared where necessary.

5. Smoking Policy

Smoking is strictly forbidden during the course of the examination.

6. Alcohol & Drugs

The consumption of alcohol and/or drugs before or during the course of the examination is strictly prohibited. Anyone considered to be under the influence of alcohol or drugs will be expelled from the examination immediately.

7. Instruction & Information

Candidates and examiners will be properly briefed prior to the examination to ensure that they are aware of the Health & Safety issues and procedures in place. They are expected to abide by these during the course of the examination.

8. Lone Workers

There will be no lone workers during the course of the examination and this does therefore not apply.

9. Manual Handling

Neither candidates nor examiners will be expected to lift any objects during the course of the examination.

10. Working at Heights

Neither candidates nor examiners will need to use any form of ladder or scaffold during the course of the examination. If these structures happen to be on site, a warning notice should be erected so that they do not use them.

BRIEFING NOTE FOR EXAMINERS

As you will be aware, Health & Safety issues are becoming increasingly important and the Association must take all reasonable steps to ensure the safety of examiners and candidates during the examination process.

To that end, this briefing note has been prepared to provide guidance to examiners for the preparation period for the examinations and during the examinations themselves. It is imperative that this guidance is followed at all times.

Before the Examinations

Preparatory Meetings

1. Ensure that Health & Safety is on the Agenda for all meetings regarding the exams.

Risk Assessments

2. Visit the farm on which the practical is to be held and the examination hall to assess the risks and prepare risk assessments accordingly. (See template attached). These should include the following:
 - Fire Risk Assessment – farm and exam room
 - Provision of First Aid
 - Slips, Trips and Falls
 - Adverse Weather Conditions
 - Bio-security foot dip
 - Display Screen Risk Assessment (Written examinations only)
 - Hazardous Substances
3. If significant risks are identified on the initial farm visit, consideration should be given to finding an alternative venue with less potential risk and danger to both candidates and examiners.
4. Request information from the farmer and examination hall owners as to any particular site risks of which you should be aware and any insurance requirements such as the need for candidates and examiners to wear high-viz jackets.
5. Agree the access and parking area to be used by candidates and examiners with the farmer.
6. Using the risk assessments, identify the precautions needed to reduce the risks and implement these as far as is reasonably practicable.
7. Ensure the safety of any areas where candidates will access. Erect temporary warning signs or on the farm or cordon off areas with warning tape where necessary to notify candidates and examiners of particular hazards. e.g. straw stacks, machinery sheds, cattle housing, slurry stores etc.

Accidents and Emergency Procedures

8. Run through emergency procedures and ensure that adequate mobile phone signal is available.
9. Ensure first aid kits are available on the farm and in the examination hall.
10. Arrange for each day to be attended by at least one person trained in first aid.
11. Ensure that there is an accident book available for use. Any accidents or incidents should be recorded in the accident book and reported to the CAAV Secretariat immediately after the examinations.

Fire

12. Ensure that fire extinguishers are available on the farm and in the examination hall.
13. Prepare a fire risk assessment for the farm on which the practical is to be held, together with the examination hall. Identify precautions and implement these as far as is reasonably practicable.

Vehicle Movements

14. Brief the farmer and his workers so that they understand the format of the examination and are aware of the presence of candidates and examiners. Ask them to restrict working operations as much as possible.
15. Reduce vehicle movements on the day and restrict access by visitors to avoid potential transport related accidents.
16. If trailers are to be used to transport candidates around the farm, ensure that these comply with HSE guidance AIS36 'Carriage of Passengers on Farm Trailers'.
17. Ensure that there are safe parking areas for candidates and examiners.
18. Where examiners are required to transport candidates to the host farm using their own private car, ensure that adequate insurance is in place in the event of there being an accident on route. Also ensure that they do not use hand held mobile devices when driving.

Hazards

19. Check to see if any hazardous substances will be in use in the areas to be accessed e.g chemicals, dust, asbestos and take appropriate precautions to minimise the risk.
20. Ensure that access to any potentially dangerous areas is restricted.
21. If handling/accessing livestock, be clear on safe working practices and prepare the risk assessment accordingly.
22. Check that noise levels will not be an issue and supply ear defenders for candidates and examiners where there is an identified need.
23. Reduce slips, trips and falls where possible. Consider the use of grit/salt in icy conditions.
24. Ensure that adequate lighting is available in all areas to be accessed.
25. Ensure that neither candidates nor examiners undertake any actions which require working at height or manual handling.

Personal Protective Equipment

26. Identify the need for any specific PPE including high-viz vests, ear defenders and safety goggles etc. Where a need is identified, ensure that these are provided to both candidates and examiners.

Welfare Facilities

27. Ensure that welfare facilities are available for candidates and examiners to include toilets and hand washing facilities.
28. Provide sanitising hand gel for use by candidates, especially where they have been required to handle livestock.

29. Ensure that any vulnerable groups have been adequately covered by risk assessments e.g pregnant mothers or those with disabilities. (Pregnant mothers should not be required to handle livestock and in particular sheep. Sufficient information must therefore be provided to enable them to answer the question).

Provision for Inclement Weather

30. Minimise walking distance between questions
31. Put machinery, livestock and commodities under cover wherever possible.
32. Expose a small area of planted crop.
33. Restrict claims for dilapidations and tenant right to internal items or at least where candidates can see the items from inside a building.
34. Ensure that examiners have umbrellas and hold these for candidates where possible.
35. Offer hot drinks on site
36. As a last resort and In the event of very poor weather which makes walking around the farm impossible, consider the possibility of examiners driving candidates around the farm and between the questions.
37. Allow candidates to make initial notes then sit in dry buildings to complete their answer.

Display Screen Risk Assessment

38. With the introduction of the use of laptops in the written examinations, prepare a Display Screen Risk assessment

Briefings to Candidates and Examiners

1. Brief all examiners as to the Health & Safety arrangements prior to the examination and share the safety documents including risk assessments.
2. Brief all candidates as to the Health & Safety arrangements at the commencement of the examination.

During the Examinations

1. Ensure that safe car parking areas are clearly identified and that candidates and examiners use these areas.
2. The welcome on the day is important and should include the following:
 - Where access is and is not permitted, particularly with regards to machinery and livestock.
 - Warnings about the risks on site to include livestock and moving vehicles etc. together with any specific risks identified in the risk assessment.
 - Accident/incident reporting procedures
 - The location of welfare facilities including recommending the use of hand washing, especially if handling livestock.
 - The requirement to wear sensible non-slip footwear and appropriate clothing to include wet weather clothing where necessary.
 - The smoking policy
 - No machinery or equipment should be started.
 - Emergency procedures including how to react and where to assemble.
3. Ask candidates to notify the Exam convener of the following:
 - If they have a particular disability or medical condition of which we should be aware. (in confidence). The convener must then ensure that adequate provision is made to provide assistance where required. This may include transporting candidates by car to the various points on the farm. (Ideally this should be identified several days prior to commencement of the examination in order that arrangements can be made to accommodate these specific requirements)
4. Provide any necessary PPE to include high viz vests where required and ensure that these are worn by both examiners and candidates throughout the course of the examination
5. Ensure that examiners and candidates are working in a safe way throughout the course of the examination.
6. Stop anyone acting irresponsibly with regards to the health & safety of themselves and anyone else in the vicinity.
7. Ask the farmer to avoid undertaking activities in the vicinity of the exam as far as possible.

BRIEFING NOTES FOR CANDIDATES

As you will be aware, Health & Safety issues are becoming increasingly important and the Association must take all reasonable steps to ensure the safety of examiners and candidates during the examination process.

To that end, this briefing note has been prepared to provide guidance to candidates during the examinations. It is imperative that this guidance is followed at all times.

The Policy

During the examinations, the Association will meet its responsibilities under all of the relevant Health & Safety Legislation. The aim is to prevent accidents and ill health to both candidates and examiners. The Association will take all reasonable steps to protect those affected by their activities, by implementing safe operating procedures, safe systems of work and any other necessary actions to eliminate or reduce foreseeable hazards.

Notes for Candidates

- You will be properly briefed prior to the examination to ensure that you are aware of the Health & Safety issues and procedures in place.
- It is your responsibility to take reasonable care for the Health & Safety of yourselves and others who may be affected by your acts or omissions. You must co-operate in regards to health & safety and comply with all Health & Safety instructions and information given.
- You must make yourself aware of the Fire Precautions and First Aid procedures and ensure that these are followed in the event of an emergency.
- Anyone acting irresponsibly with regards to the Health & Safety of themselves and anyone else in the vicinity will be expelled from the examination immediately.
- If you notice anything which could cause harm or injury to yourself or others, you should notify your examiner or the Exam Secretary immediately.
- Smoking and the consumption of alcohol and drugs are strictly forbidden during the examination.

Fire Procedure

In the unlikely event of a fire, you should follow the instructions of your examiner. An alarm will be raised and you will be moved to a place of safety. Remain calm and do exactly as you are instructed.

First Aid Procedure

In the unlikely event of a serious incident or accident, you should follow the instructions of your examiner. You will be moved away from the scene whilst the incident is dealt with. Remain calm and do exactly as you are instructed.

If you become ill during the examination, notify your examiner immediately. A trained first aider will then be made responsible for you.

REMEMBER

Anyone found behaving to their own, or another person's detriment, in regard to this policy or other procedure, could be held personally responsible in law and may be subject to disciplinary proceedings which may lead to their dismissal from the exams and/or the CAAV.

CHECKLIST FOR HEALTH & SAFETY MATTERS IN CAAV EXAMINATIONS

	Details	Responsibility	Date Completed
Risk Assessments			
1	Health & Safety to be put on Agenda for all examination meetings.		
2	Risk assessments to be prepared for practical and written examinations.		
3	Precautions identified in risk assessments to be implemented as far as is reasonably practicable.		
4	Discuss site specific Health & Safety requirements with farmer.		
5	Agree safe access and parking arrangements with farmer.		
6	COSHH Assessments to be prepared where necessary.		
7	Temporary warning signs/tape to be erected on the farm to inform candidates and examiners of particular hazards.		
Accidents & Emergency Procedures			
8	Run through emergency procedures and ensure that adequate mobile phone signal is available.		
9	First aid kits to be available on farm and in examination hall.		
10	Trained first aider to be available for both days of the examination.		
11	Accident book to be available and completed where necessary.		
Fire			
12	Fire extinguishers to be available on farm and in examination hall.		
13	Trained person to be identified in use of fire extinguishers.		
14	Fire risk assessment to be prepared for farm and examination hall.		
15	Specified meeting place to be identified in the event of a fire and communicated to all attendees.		
Vehicle Movements			
16	Farmer and his workers to be briefed on format of examination and Health & Safety arrangements.		
17	Reduce vehicle movements on examination day as far as possible.		

18	Ensure any trailers being used to transport candidates comply with HSE guidance AIS36.		
19	Ensure examiners are adequately insured where they are transporting candidates.		
Hazards			
20	Check for any hazardous substances on site.		
21	Ensure access to potentially dangerous areas is restricted.		
22	Ensure safe working practices when handling livestock.		
23	Supply ear defenders to candidates and examiners where noise levels are a concern.		
24	Ensure that grit or salt is applied to yards in icy conditions.		
25	Ensure that adequate lighting is available in all areas to be accessed.		
26	Ensure that there is no requirement for working at height or manual handling.		
Personal Protective Equipment			
27	Identify the need for any specific PPE and ensure that these are provided to candidates and examiners where necessary.		
Welfare Facilities			
28	Ensure that welfare facilities are available for candidates and examiners to include toilets and hand washing facilities.		
29	Provide sanitising hand gel for use by candidates, especially where they have been required to handle livestock.		
30	Ensure that any vulnerable groups have been adequately covered by risk assessments (e.g. pregnant mothers and those with disabilities).		
Provision for inclement weather			
31	Minimise walking distance between questions.		
32	Put machinery, livestock and commodities under cover where possible.		
33	Expose a small area of planted crop.		
34	Ensure candidates can see things from inside a building.		
35	Ask examiners to hold umbrellas for candidates.		
36	Offer hot drinks on site.		

37	Consider the need to drive candidates around the farm and between questions.		
38	Allow candidates to make initial notes then sit in dry buildings to complete answer.		
Display Screen Risk Assessment			
39	Prepare a Display Screen Risk Assessment for candidates using laptops.		
Briefings to Candidates and Examiners			
40	Examiners to be briefed as to Health & Safety arrangements.		
41	Candidates to be briefed as to Health & Safety arrangements.		

Risk Assessment

TASK/ACTIVITY: CAAV Examinations

TASK DESCRIPTION: CAAV Probationer Members will be undertaking a practical examination on the farm which will include questions relating to farm buildings, livestock, crops and machinery.

MAIN HAZARDS:

Slips/trips/falls	<input type="checkbox"/>	Cutting/shearing	<input type="checkbox"/>	Electrical contact	<input type="checkbox"/>
Falls from Height	<input type="checkbox"/>	Entanglement	<input type="checkbox"/>	Fire/explosion	<input type="checkbox"/>
Abrasion	<input type="checkbox"/>	Trapping	<input type="checkbox"/>	Lifting/handling	<input type="checkbox"/>
Crushing	<input type="checkbox"/>	Impact	<input type="checkbox"/>	Fatigue/stress	<input type="checkbox"/>
Inclement weather	<input type="checkbox"/>	Hazardous Substance	<input type="checkbox"/>	Asphyxiation/drowning	<input type="checkbox"/>
				Other Please specify:	<input type="checkbox"/>

PERSONS EXPOSED:

Candidates	<input type="checkbox"/>	Observers	<input type="checkbox"/>	Farm Staff	<input type="checkbox"/>
Examiners	<input type="checkbox"/>	Convener	<input type="checkbox"/>	Other Please specify:	<input type="checkbox"/>
Vulnerable people	<input type="checkbox"/>				

CURRENT CONTROL MEASURES:

LEVEL OF RISK	Low <input type="checkbox"/>	Med <input type="checkbox"/>	High <input type="checkbox"/>
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ADDITIONAL CONTROLS REQUIRED:	DATE
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NOTES:

ASSESSOR'S NAME:		DATE:	
SIGNATURE:		REVIEW DATE:	
JOB TITLE:			