



**National Farm Attractions Network**

**Codes of Practice Scheme**

**January 2017**

Details					
Report Number:		Audit Date:			
Type of Assessment (e.g. Initial, Routine):					
Assessor:					
Band A - < 20,000	Average footfall- please tick	Client Member Name:			
Band B – 20,000 – 75,000					
Band C – > 75,000 – 150,000					
Band D – > 150,000					
Client Member Number:					
Address:					
Postcode:					
Tel No:					
E-mail Address:					
Scope of Audit					
Key Personnel Present		Present at Assessment ( ✓ )			
Name/Job Title		Opening Meeting	Site Inspection	Procedure Review	Closing Meeting

Total Non-Conformance Summary

Standard \_\_\_\_\_ Key Welfare \_\_\_\_\_ Recommendations \_\_\_\_\_

Total \_\_\_\_\_



**Declarations**

Clients have the right of appeal against either the information contained in the Kiwa Assessment Reports or recommendations arising from the Assessment Reports. The Appeal must be made in writing to the Kiwa Agri Food Quality Manager within 2 weeks of receiving the information on which the appeal is based.

*I/We confirm that we are not currently under investigation or have any prosecutions for contraventions of legislation relating to the Scheme Standard.*

*I/we confirm that the scope of the assessment is correct (as shown on the front page of the checklist)*

*I/we confirm that I/we shall comply with the Scheme Standards*

*I/we understand that I/we have 28 days in which to remedy any non-compliance identified during the visit. I/we will advise Kiwa Agri Food within that period of what actions will be taken and provide proof if required. I also understand that failure to meet the 28-day rule may result in my certificate being suspended.*

*This Assessment Report is based on an assessment of a sample of activities evaluated by the Assessor during the Assessment Visit. The absence of action points shall not infer that none exist.*

Signed by Client..... Name (Print).....

Position/Role of Client.....

Signed by Kiwa Agri Food Assessor.....

Name (Print).....

Date.....



Clause	Detail & Requirement	Complies			Comments
<b>General Management</b>					
1.00	Copy of NFAN Codes of Practice must be available <i>Paper or Electronic</i>	Yes	No	N/A	
1.01	Members of the scheme are required to inform the approval certification body (Kiwa) in writing that they are subject to prosecution by or have received a statutory notice from a statutory body regarding legislation concerning the enterprise covered by the certificate. This would not include any planning related issues <i>Site not to be under any ongoing prosecutions relating to Environmental or issue to bring the Codes of Practice into disrepute</i>	Yes	No	N/A	
<b>1.02 Key</b>	Each site must have a written risk assessment policy <i>Include risk of animal contact-contact with animal faeces – cross contamination-hand washing facilities</i>	Yes	No	N/A	
1.03	A site plan must be in place to identify emergency exit routes – fire extinguisher locations - risk areas – eating areas-prohibited areas <i>On display – available to all staff, record where</i>	Yes	No	N/A	
1.04	A documented complaints record must be available to include any complaints covering the Code of Practice and /or animal health issues	Yes	No	N/A	



	<i>Should cover the complaint, any investigation carried out. Action taken to resolve the problem. Record an example</i>				
1.04a	The site must have an emergency action plan available to all staff <i>Emergency contact numbers</i>	Yes	No	N/A	
1.05	A designated person must be the primary local authority contact <i>May vary dependant on type of site</i>	Yes	No	N/A	
1.06	The site must have a Health & Safety policy and provide first aid kit(s) <i>A nominated person should be responsible for H&amp;S. Record last policy review</i>	Yes	No	N/A	
<b>1.07 Key</b>	Information must be available to visitors to cover the possible risk to health <i>This can be in the form of signs, leaflets, website and information packs</i>	Yes	No	N/A	
1.08	A pest control policy must be in place to include bait stations and records of checks made <i>External or internal policy acceptable. Record detail of last visit/check</i>	Yes	No	N/A	
1.09	Technical Data sheets for bait and any disinfectant used must be available <i>Staff should have access to data sheets</i>	Yes	No	N/A	
1.09a	Any disinfection used for foot dips or cleaning of animal housing must be DEFRA Approved	Yes	No	N/A	
	<b>Layout of Site</b>	<b>Complies</b>			<b>Comments</b>
<b>2.00 Key</b>	The site is required to maintain a satisfactory level of cleanliness and condition. Key areas entrance to site, buildings, feed storage, waste control	Yes	No	N/A	



	and staff facilities <i>provide brief description</i>				
2.01	All public areas must be segregated from the main farm working areas <i>Visible signage - barriers</i>	Yes	No	N/A	
<b>2.02 Key</b>	All areas which the public have access to must be clearly defined – no entrance signs clear <i>Visible signage-barriers to non-public areas</i>	Yes	No	N/A	
<b>2.03 Key</b>	All visitor routes must be kept clean of animal faeces to reduce the risk of cross contamination including FYM and liquid waste	Yes	No	N/A	
2.04	Children’s play areas must be separated from animal areas <i>Double fencing</i>	Yes	No	N/A	
	<b>Eating Areas</b>	<b>Complies</b>			<b>Comments</b>
3.00	Facilities for hand washing should be adjacent to eating and drinking areas <i>Visible signage</i>	Yes	No	N/A	
3.01	There must be designated eating areas <i>Includes picnic areas</i>	Yes	No	N/A	
<b>3.02 Key</b>	There must be information available to advise visitors to wash their hands before eating and drinking after contact with animals <i>Signage or leaflets</i>	Yes	No	N/A	
<b>3.02a Rec</b>	Interpretation boards strongly recommended to cover clause 3.02	Yes	No	N/A	
	<b>Washing Facilities</b>	<b>Complies</b>			<b>Comments</b>
4.00	There must be sufficient numbers of washing facilities available <i>Dependant on foot fall/days open Addition information provided in</i>	Yes	No	N/A	



	<i>appendix in standards. Record number</i>				
<b>4.01 Key</b>	Washing facilities must be provided immediately adjacent to eating areas and animal contact areas <i>Exit and entrance points</i>	Yes	No	N/A	
<b>4.02 Key</b>	Hot and cold running water must be provided- <b>Note:</b> If the site is open on an occasional basis then cold running water, soap and paper towels would be acceptable	Yes	No	N/A	
4.02a	Sites which operate on an occasional basis must have completed a risk assessment to justify availability of cold water only	Yes	No	N/A	
<b>4.03 Key</b>	Liquid soap must be provided <i>Soap bars are not acceptable</i>	Yes	No	N/A	
<b>4.03a Key</b>	Anti-bacterial wipes and gels are not acceptable – They are not an effective means of preventing exposure to E.coli 0157 or cryptosporidium	Yes	No	N/A	
<b>4.04 Key</b>	Hand drying facilities must be provided- paper towels or hand driers are acceptable <i>Towels are not acceptable</i>	Yes	No	N/A	
4.04a	If paper towels are used- facilities for disposal must be available <i>Covered bins</i>	Yes	No	N/A	
4.05	Hand washing water must freely drain away quickly <i>Re-using of hand washing water is not acceptable</i>	Yes	No	N/A	
4.06	Hand washing stations must be clearly sign posted	Yes	No	N/A	
<b>4.07 Key</b>	Instructions on hand washing techniques must be displayed	Yes	No	N/A	



Animal Contact		Complies			Comments
<b>5.00 Key</b>	Where animals are not to be touched by the public there must be adequate protection provided <i>Double fencing-gates-secure housing</i>	Yes	No	N/A	
5.01	The public must be prevented from entering animal pens (except when supervised by staff) “no entrance” signs could be used <i>Risk of cross contamination</i>	Yes	No	N/A	
<b>5.02 Key</b>	Visitors must be prohibited from eating, drinking and smoking in the animal contact areas <i>Signage</i>	Yes	No	N/A	
5.02a	“No Smoking” signs must be visible in indoor areas	Yes	No	N/A	
5.03	Animal contact areas should be supervised always where practical <i>Lamb feeding</i>	Yes	No	N/A	
5.04	Pen divisions and gates in animal contact areas should be regularly cleaned and be free from obvious faecal material <i>In areas where visitors can touch the gates etc</i>	Yes	No	N/A	
Training and Staff Facilities		Complies			Comments
<b>6.00 Key</b>	All staff must receive induction training to cover visitor health & safety and animal welfare. Staff must be able to provide visitors with relevant information/guidance on potential risks <i>Records must be available, record example of training completed</i>	Yes	No	N/A	
		Yes	No	N/A	



6.00a	Specific training to cover Zoonosis diseases must be given as part of staff induction. Signed declaration by staff to be available to show they have completed training <i>Written Zoonosis policy to be available. Training records to be available</i>				
6.01	At least one member of staff must have received First Aid training <i>record number or name</i>	Yes	No	N/A	
6.02 Rec	It is recommended that staff attend NFAN training days <i>Evidence to be available</i>	Yes	No	N/A	
6.03	A senior member of staff or owner must be responsible for all staff training <i>Records must be maintained</i>	Yes	No	N/A	
6.04	Staff must receive ongoing training and monitoring <i>Records to be maintained, record last training completed</i>	Yes	No	N/A	
6.05	Where sites are only open on an occasional basis training must be provided as minimum to cover Zoonosis diseases, Health & Safety and Animal Welfare <i>Records to be maintained</i>	Yes	No	N/A	
6.05a	Staff must receive training to identify the signs of unwell animals	Yes	No	N/A	
6.06	Staff must be provided with suitable changing, and eating areas away from the public areas <i>Clean, tidy and separate from public areas</i>	Yes	No	N/A	
		Yes	No	N/A	





6.07	Either suitable toilet facilities separate from the public toilets should be provided or contaminated footwear and clothing must be changed before entering public toilets <i>Clean and tidy, minimum boot covers and disposable overalls to be used</i>				
6.08	Staff must not smoke or eat while working in the public areas, livestock areas or while handling or cleaning out livestock pens	Yes	No	N/A	
6.09	Daily checklist or rota to be in place to cover cleaning of all areas and person responsible <i>Display in staff area</i>	Yes	No	N/A	
6.10	Protective clothing to be provided where necessary, as a minimum clean clothes and boots or over shoes to be provided	Yes	No	N/A	
	<b>Livestock Management- Large Animals (Farm)</b>	<b>Complies</b>			<b>Comments</b>
7.00 Rec	It is recommended that farm animals are farm assured by an accredited certification body <i>Farm assurance certificate to be available</i>	Yes	No	N/A	
<b>7.01 Key</b>	All sites must be registered with a veterinary practice	Yes	No	N/A	
<b>7.02 Key</b>	All livestock must have access to water at all times and must be fed a balanced diet to maintain health and condition <i>Running or bucket Details of feeding routine to be available</i>	Yes	No	N/A	
7.03	Housing must provide adequate shelter from adverse weather	Yes	No	N/A	



7.04	Housing must provide clean and dry lying space for all livestock, dependant on breed <i>Cleaning Policy to be available plus daily checklist</i>	Yes	No	N/A	
<b>7.05 Key</b>	If breeding livestock are on site suitable facilities must be provided to give birth. If visitor areas are provided for watching “lambing live” it is recommended that information is provided to keep noise levels to a minimum <i>Clean bedding if housed/quite area/lighting</i>	Yes	No	N/A	
7.06	Livestock must not be seen to be in any discomfort or distress <i>Refer to Five Freedoms</i>	Yes	No	N/A	
7.07 Rec	It is recommended that <b>natural enrichment</b> be provided <i>Pigs, Chickens and goats when housed, record examples</i>	Yes	No	N/A	
7.08	Paddocks and housing must be secure <i>Padlocks-secure fencing</i>	Yes	No	N/A	
7.09	Livestock must be checked at least once a day <i>Responsible person</i>	Yes	No	N/A	
7.10	Hospital/isolation areas must be provided away from public areas	Yes	No	N/A	
7.11	Large animals used for shows/handling must not be put under any distress and handled in a calm and quite way <i>Observation of staff handling animals to be monitored and training provided</i>	Yes	No	N/A	
	<b>Small /Show Animal Management (Only relevant if small animals present)</b>	<b>Complies</b>			<b>Comments</b>
		Yes	No	N/A	



8.00	Small animals must have access to clean water at all times <i>Bowls-bottles-troughs</i>				
8.01	Small animals must be fed a balanced diet at least once per day to include fresh fruit and vegetables where appropriate- Guinea pigs as they can't retain Vitamin C <i>Details of feeding routine to be available</i>	Yes	No	N/A	
8.02	Suitable clean bedding must be provided <i>Sawdust-shavings</i>	Yes	No	N/A	
8.03	Suitable housing must be provided to fit type of animal kept <i>Hutch – cage - run</i>	Yes	No	N/A	
8.04	Hospital/isolation areas must be provided away from public areas	Yes	No	N/A	
8.05	Animals must not be seen to be in any discomfort or distress	Yes	No	N/A	
8.06	Small animals used for shows/handling must not be put under any distress and handled in a calm and quite way <i>Observation of staff handling animals to be monitored and training provided</i>	Yes	No	N/A	
8.06a	Small animals used for shows/handling must be kept clean to reduce the risk of cross contamination	Yes	No	N/A	
8.07 Rec	It is recommended that newly born animals and animals which have recently given birth are not handled by the public as there may be a higher risk of zoonotic illness	Yes	No	N/A	
<b>Livestock &amp; Small Animal Facilities</b>		<b>Complies</b>			<b>Comments</b>
9.00	Feed storage areas must be free from contamination	Yes	No	N/A	



	<i>Silos or buildings. Describe where</i>				
9.01	Feed preparation areas must be clean and tidy with no excess waste and be free from vermin and bird contamination	Yes	No	N/A	
9.02	Feed storage (where applicable) and feed preparation areas must be secure.	Yes	No	N/A	
<b>9.02a</b>	The public must not have access to feed storage or preparation areas. Unless supervised by a member of staff <i>Signs to be in place where applicable</i>	Yes	No	N/A	
<b>9.03 Key</b>	Medicine storage must be locked and separate from public areas. <i>Describe where</i>	Yes	No	N/A	
9.04	Medicine records must be maintained <i>record last example</i>	Yes	No	N/A	
<b>9.05 Key</b>	Staff must adopt a clean to dirty area approach <i>Foot ware change-separate entrance for cleaning of pens/housing or disinfection foot dips</i>	Yes	No	N/A	
<b>9.06 Key</b>	Equipment used for cleaning of pens/cages/buildings must be maintained and be fit for purpose and kept away from public areas at all times	Yes	No	N/A	