**British Quality Wild Venison Group Scheme Handbook**



**Welcome** to the BQWV standard Group Schemes.

Before any further action is taken, please take the time to read through this handbook, familiarise yourself with it and fill in any areas that require completing.

For any assistance or further information, please feel free to contact Martin Edwards at deer@basc.org.uk

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**Scheme Information – please complete**

|  |  |
| --- | --- |
| BQWV Scheme number/Name |  |
| Larder Name |  |
| Larder Address |  |
| Post Code |  |
| OS Grid Reference/W3W |  |
| Local Authority Food Business Registration Number |  |

# British Quality Wild Venison

# BASC Group Scheme Quality Policy

|  |  |
| --- | --- |
| Producer name |  |

As a producer member of the BQWV/BASC group scheme we will ensure that all the deer carcasses that we produce are to the highest standards possible. To do this we undertake to do the following:

* Only wild deer that have been harvested as part of a management plan that is designed to protect the natural environment, woodlands and timber quality will be included in the scheme.
* Every carcass will be tagged using a BQWV tag and records will be maintained to ensure traceability of every carcass from point of shot through to the Approved Game Handling Establishment (AGHE).
* Only appropriately trained personnel will be used to cull and process the deer and they will undertake appropriate CPD to ensure that their skills and expertise are maintained and current.
* All critical control points throughout the operation will be recognised and appropriate measures taken to reduce any food safety hazards. This will all be documented and communicated to relevant staff.
* All equipment and facilities will be thoroughly cleaned on an ongoing basis only using food safe chemicals, with records maintained.
* Any complaints received will be documented and dealt with following the complaints procedure.
* All staff will be encouraged to identify issues and provide corrective actions such that all processes and policies are being continually improved.

|  |  |
| --- | --- |
| Signed: |  |
| Date: |  |

**Deer Manager details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Position | Contact details | Qualifications | FAC number |
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**Emergency details**

(to be filled in with contact details and locations)

Responsible Person: (estate owner/manager/head stalker): -----------------------------------------------------------------------

Local Animal Health Office: -------------------------------------

Environmental Health Office: -----------------------------------

Local Authority: ---------------------------------------------------

Local Hospital: ----------------------------------------------------

Doctors Surgery: -------------------------------------------------

Neighbours: ------------------------------------------------------

AGHE: -----------------------------------------------------

DEFRA Rural Services Helpline**- 03459 33 55 77**

**These details should be made easily available to anyone working in the larder.**

**Cull Record Sheet**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Tag Number** | **Date** | **Location** | **Time** | **Species** | **Sex** | **Age class** | **Weight** | **Embryo or milk** | **Lead free ammunition used** | **Culled By** | **Inspected By** | **Destination** | **Comments (abnormalities etc)** |
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**HACCP Plan Template**

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| --- | --- | --- | --- | --- | --- |
| Hazards and Causes | Control Measures | Critical Legal Limits | Monitoring Plan | | Corrective Action Plan |
| Procedure | Frequency |
| (**EXAMPLE**) Contamination of carcasses during transport to larder | * All vehicles used must be kept clean and tidy * Carcass trays to be used and kept clean at all times * Carcasses to be kept well spaced and immobile during transportation |  | * Check carcass condition before and after transportation * Check vehicle condition before loading | * Every time vehicle is to be used | * No carcasses to be transported until vehicles are fit to accept them * Implementation of regular vehicle cleaning and maintenance schedule |
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* **There should be a HACCP plan for every stage in the process of transporting and lardering a deer. This includes:**
* Transportation
* Acceptance to larder
* Larder work
* Storage/chilling
* Exit of carcasses from larder

**COSHH (Control of Substances Hazardous to Health) Plan**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Chemical to be used** | **Where it will be used** | **When will it be used** | **Formulation** | **Who will use it** | **Other information** |
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**Risk Assessment Example**

**Location:**

**Operation:** Carcass Handling and preparation in the larder

**Assessor name: xxxx**

**Date completed: xxx**

| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to manage this risk?** | **Action by whom?** | **Action by when?** | **Done** |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Injury resulting from negotiating local terrain including snags and branches, falling debris, internal traffic | stalker | Route chosen is appropriate to participant abilities, clothing, and prevailing conditions. Stalkers aware of or can assess notable terrain hazards. All stalkers aware of emergency procedure. Appropriate communications carried. |  |  |  |  |
| 1. Risk of contamination from environment. | stalker | Stalkers should be able to recognise and avoid sources of contamination and provide appropriate PPE.  Clean hands & cover all hand cuts & sores with waterproof dressings or gloves.  Participants aware of risk of handling animals or animal dung, and parasites such as ticks or other biohazards.  Participants recommended to wash hands, before smoking/eating and to wash/disinfect clothing to maintain biosecurity if appropriate |  |  |  |  |
| 1. Vehicle travel and access to site - accident | stalker | Vehicles should be in good condition and suitable for stalking use.  Parking at site should not endanger participants, other road users or damage property. |  |  |  |  |
| 1. Venison contamination during transport to and at larder | stalker | Carcasses carried in drip trays to ensure venison is isolated from contamination  Drip trays washed after each use.  Larder hygiene regulations monitored. Adhere to cleaning schedules displayed in all larders. | DMQ I & II, attended carcass handling course. |  |  |  |
| 1. Abrasions, lacerations & contamination during gralloching & larder presentation | stalker | Stalkers properly trained & updated.  Safety Clothing and First Aid equipment provided in larder.  First Aid equipment**.** Chain Mail glove to be worn on free hand during carcass presentation in larders.  **When using a knife always find a good level stance and cut away from your body.** | Staff and guides trained in first aid. |  |  |  |
| 1. Spine and body strain during carcass handling | stalker | Manual handling training  Use of deer drag bags  .Use constructed tracks, firebreaks, quad roads & all aids + wherever possible work as a pair when handling larger deer  Non slip footwear & suitable clothing to be worn in the field | All Stalkers to be trained in manual handling  . |  |  |  |

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| **Dates Reviewed:** | |
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|  |  |
|  |  |

* **Date: --------------------**
* **Signed: -----------------**

**Individual Declarations**

**RULES TO BE FOLLOWED BY ALL BQWV GROUP SCHEME MEMBERS BEFORE AND DURING ENTRY TO LARDERS**

* To be completed at the start of employment by all stalkers and countersigned by the lead stalker.
* 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 BQWV assessor.

**Stalkers must report to the Scheme leader 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

**All Stalkers 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

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(print name) agree to adhere to the hygiene rules above

at all times

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Scheme leader) Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chiller Temperature Log**

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| --- | --- | --- | --- | --- |
| **Date** | **Time** | **Chiller Temperature** | **Actions/Comments** | **Initial/Signature** |
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**Complaints Log**

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| --- | --- | --- | --- | --- |
| **Details of complainant (name and contact details)** | **Date complaint received** | **Nature of complaint** | **Proposed actions** | **Date of resolution** |
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**Carcass collection log**

|  |  |
| --- | --- |
| County |  |
| Estate |  |

|  |  |
| --- | --- |
| Date |  |
| Driver Name |  |
| Chiller temperature |  |
| Collection vehicle temperature |  |

**Details of carcasses collected:**

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| --- | --- | --- |
| Tag Number | Checked by DH | Checked by driver |
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Vermin control log

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| --- | --- |
| Site Location |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Inspection by | Signs of rats/vermin | Comments/actions |
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**Visitor record**

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| --- | --- |
| Location |  |

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| --- | --- | --- | --- |
| Date | Name | Any illness Y/N | Comment /Signed |
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**Useful Links**

* BQWV- <https://britishqualitywildvenison.co.uk/>
* BASC- <https://basc.org.uk/>
* Forestry Commission- <https://www.gov.uk/government/organisations/forestry-commission>
* British Deer Society- <https://bds.org.uk/>
* FSA- <https://www.food.gov.uk/>
* Wild Game Guide- <https://www.food.gov.uk/sites/default/files/media/document/V7%20Guidance%20-%20supply%20of%20wild%20game%20for%20human%20consumption.pdf>
* DEFRA- <https://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs>