

Pearson BTEC Level 3 Nationals Extended Certificate\*,  
Foundation Diploma, Diploma\*, Extended Diploma

**Friday 8 January 2021**

Supervised hours: 3 hours

Paper Reference **20065K**

**Agriculture; Countryside Management; Forestry and  
Arboriculture; Horticulture**

**Unit 1: Professional Working Responsibilities**

***\*Not relevant in Forestry and Arboriculture***

**Information Booklet**

Do not return this booklet with the task and answer booklet.

**Instructions**

- This Information Booklet contains information for use in the set task.
- This Information Booklet must be given to learners alongside the task and answer booklet.
- This Information Booklet should be kept securely until the start of the three-hour supervised assessment session.

Turn over ►

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## For use with all activities

### Scenario

Woodpuddle Farm is a small visitor attraction with a horticultural unit. The public pay a fee to visit the farm and there is a shop on-site.

Things for the public to see and do:

- milking demonstrations
- woodland walk
- potting plants and bulb planting
- make your own hanging basket
- picnic area.

Produce sold on the farm:

- eggs
- meat: beef, lamb and chicken
- bedding plants
- ornamental plants
- willow sculptures.

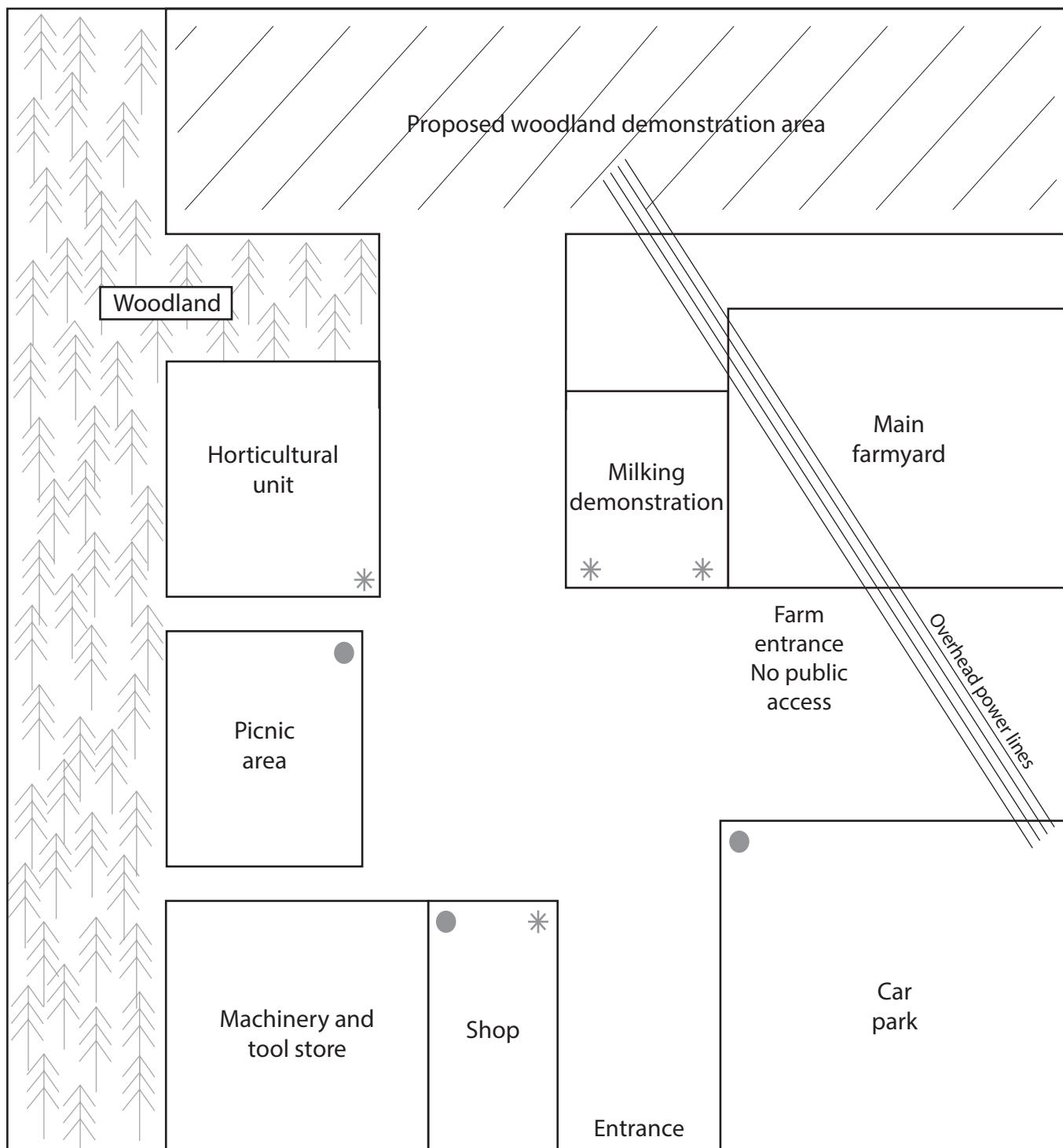
Only assistance dogs are allowed on the site.

The farm has permanent key staff as well as seasonal staff. The farm employs an apprentice, who works in the horticulture unit and helps out on the farm. The staff who work in the shop are separate from the farm.

There is no public access to the main farmyard, but the public can watch milking demonstrations.

Woodpuddle Farm plans to introduce a woodland demonstration area, where the public can see chainsaw carving and take part in other woodcrafts such as willow weaving and greenwood crafts.

## Woodpuddle Farm



● = recycling bins

\* = hand washing station

≡ = overhead power lines

## For use with Activities 1, 2 and 4

### Woodpuddle Farm – health and safety policy

Woodpuddle Farm is committed to providing a safe place to work ensuring all relevant health and safety standards are maintained.

#### Aims

- Ensure all health and safety documentation is in place.
- Update risk assessments on a regular basis.
- Provide a safe place to work.

The Managing Director has overall responsibility for Woodpuddle Farm, and as such will:

- provide adequate training and supervision
- carry out staff inductions
- take action to achieve safe systems of work
- review and revise the health and safety policy regularly
- maintain safe and healthy working conditions
- provide any necessary personal protective equipment
- display appropriate signage
- keep records of accidents, incidents and near misses.

All staff and volunteers have a duty to comply with the following.

- Adhere to health and safety requirements and regulations related to working safely.
- Take all reasonable care for the health and safety of yourself and others.
- Cooperate with supervisors and managers on health and safety matters.
- Report health and safety concerns to an appropriate person.
- Ensure the workplace is tidy to reduce risks.
- Complete accident, incident and near miss documents.

### Woodpuddle Farm – Key staff skills and training

Staff	Role/Area	Qualifications	Training and CPD
<b>Liz Pendle</b>	Managing Director/Farm Manager  Works on farm	Degree in Business Management Diploma in Agriculture Certificate of Competence – Chainsaw Operation	Staff Induction First Aid at Work
<b>Ahmid Khan</b>	Farm Supervisor/Horticultural Manager  Works on both the horticultural unit and farm	Diploma in Countryside Management Certificate of Competence – Tractor Driving	Staff Induction Fire Warden
<b>John Walsham</b>	Apprentice Horticulturist  Works in the horticultural unit and helps out on the farm	Working towards a qualification in horticulture	First Aid at Work Practical Animal Handling
<b>Sally Gent</b>	Shop Manager  Works in the shop	Diploma in Business Studies Certificate in Customer Care Food Hygiene Certificate	Staff Induction First Aid at Work Fire Warden
<b>Priya Assam</b>	Shop Assistant  Works in the shop	Certificate in Customer Care	Staff Induction Basic First Aid

**For use with Activities 1 and 2**

<b>WOODPUDDLE FARM RISK ASSESSMENT</b>						
<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you doing already?</b>	<b>What further action is necessary?</b>	<b>Action by whom?</b>	<b>Review</b>	
Slips, trips and falls	Staff, volunteers and visitors causing bruises, cuts and broken bones	<ul style="list-style-type: none"> <li>Keep all walkways clear and free from debris</li> <li>Maintain paths in good order</li> </ul>	<ul style="list-style-type: none"> <li>Close off pathways in inclement weather</li> </ul>	Managing Director	Weekly	
Zoonotic diseases	Staff, volunteers and visitors could contract diseases from animals	<ul style="list-style-type: none"> <li>Provide hand washing stations</li> <li>Hygiene information signage located near animal pens</li> <li>Staff to wear appropriate PPE when working with animals</li> </ul>	<ul style="list-style-type: none"> <li>Additional hand sanitiser to be provided</li> </ul>	Managing Director	Monthly	
Moving machinery	Staff, volunteers and visitors causing injury or fatality	<ul style="list-style-type: none"> <li>No machinery to be moved during farm opening hours</li> <li>Public access to farm areas limited</li> </ul>	<ul style="list-style-type: none"> <li>Lock areas where access is prohibited</li> </ul>	Managing Director	Annually	
Injury from contact with an animal, e.g. bites	Staff, volunteers and visitors causing possible infection	<ul style="list-style-type: none"> <li>Provide appropriate signage</li> <li>Ensure first aid facilities are signposted clearly</li> <li>Provide hand washing stations</li> </ul>	<ul style="list-style-type: none"> <li>Additional hand sanitiser to be provided</li> </ul>	Managing Director	Monthly	

WOODPUDDLE FARM RISK ASSESSMENT						
What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Review	
Contact with soil	Staff, volunteers and visitors causing possible infection	<ul style="list-style-type: none"> <li>Provide gloves for those undertaking horticultural activities</li> <li>provide hand washing stations</li> </ul>	<ul style="list-style-type: none"> <li>Additional hand sanitiser to be provided</li> </ul>	Horticultural Manager	Weekly	
Electricity	Staff, volunteers and visitors could suffer injury or fatality through faulty appliances or overhead power lines	<ul style="list-style-type: none"> <li>Staff to check appliances before use</li> <li>All work to be carried out by a qualified electrician</li> <li>All devices have an annual portable appliance check</li> </ul>	<ul style="list-style-type: none"> <li>Use of RCDs (residual circuit devices)</li> </ul>	All staff	Monthly	
Lifting/moving heavy items	Staff and volunteers could suffer from musculoskeletal injuries	<ul style="list-style-type: none"> <li>All staff to have training in manual handling</li> <li>Use lifting aids where possible</li> </ul>	<ul style="list-style-type: none"> <li>Report any problems and concerns to the Managing Director</li> </ul>	Shop Manager	Weekly	
Fire	Staff, volunteers and visitors could suffer from smoke inhalation, burns or fatalities	<ul style="list-style-type: none"> <li>Have a safe exit from all buildings</li> <li>Carry out fire risk assessment</li> <li>Undertake regular fire drills</li> <li>No smoking on-site</li> </ul>	<ul style="list-style-type: none"> <li>Inspect fire equipment</li> </ul>	Fire Wardens		

### For use with Activity 3

#### **Woodpuddle Farm – waste management policy**

##### **Intent**

Woodpuddle Farm supports a sustainable waste management policy and will do all that is reasonably practicable to:

- reduce waste on the farm and in the horticultural unit
- reuse as many waste components as possible where it is safe and reasonable to do so
- recover/recycle the waste produced where an outlet is available
- dispose of wastes by the most environmentally suitable method.

##### **Aims**

Woodpuddle Farm aims to do this by:

- reduction – by using fewer materials and producing less waste on the farm and in the horticultural unit, and by using longer-lasting products with lower pollution potential
- reuse wherever possible – for example reusable pots in the shop
- recover/recycle – finding beneficial uses for waste including: recycling it to produce a useable product; and waste from the animals to be composted for use in the horticultural unit as organic fertiliser
- disposal – by incineration or to landfill only when there is no alternative.

##### **Responsibilities**

Managing Director – take action to achieve the waste management policy and keep true and correct records with regard to waste collection and disposal.

Staff and volunteers – must follow all instructions in the waste management policy and encourage visitors to the farm to use the recycling facilities.

Visitors – must use the correct facilities to dispose of waste, using recycling options at every opportunity.