

At your Development Review around **Skills for Success** you should record agreed, training, learning and development activities that will be priorities for you in the coming year. As well as **formal training courses** these may include **Learning Centre opportunities**, on the job and informal learning and **Lifelong Learning**. For more detailed guidance access the **Guide to Personal Learning Plan**.

Year: 2016/17 Division: RPID	Learning Activities	Date Attended/ Completed	Learning Outcomes–new skills & knowledge	Impact on your job
	GPS Refresh training	21 <sup>st</sup> /22 <sup>nd</sup> June 2016	Refreshed knowledge of SW package used when performing GPS inspections. Trained on new functions within the spacial layers package	Ensure I am using the SW and GPS equipment efficiently and performing the inspections as per procedure.
	<b>We agreed this PLP on:</b>			
	Job Holder		Julie Munt	
	Reporting Officer		Ross Dunsmore	

## Appendix 4: DETAILED RISK ASSESSMENT

<b>Directorate:</b> Agriculture Food & Rural Communities	<b>Division:</b> Rural payments & Inspections
	<b>Date:</b> 24 <sup>th</sup> January 2013

## Work Activity: GPS Inspections

Task/Activity	Hazard	Existing control measures	People at Risk(*)	Rate (*)		Risk Rate	Significant		Adeq. Cont.		Action to Reduce Risk	
				L	S		Yes	No	Yes	No		
GPS Inspections	Manual handling	MH Training, awareness of loads	S, V	1	3	3		X		X		Review MH training records
	Climbing fences, dykes and gates.	Use gate or stile wherever possible, treat all electric fences as live, pay attention to warning signs.	S, V	1	3	3		X		X		None
	Equipment	Fit for purpose, selection of appropriate staff.	S, V	1	3	3		X		X		Review SSoW and procedures

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Risk Assessment

PROCEDURE HSMS 05

Animals	Staff to be aware of animals, particularly bulls and tups, in areas where inspection being carried out.	S, V	1	3	3	3	X	X		
Lone Working	Follow safe system of work. Use of TrackaPhone where supplied	S	2	3	6	X	X	X		Staff to be trained in use of Trackaphones and offices to have local procedures in place.
Farm Vehicles	Staff travel in vehicles designed for carrying passengers	S, V	1	3	3		X	X		Dynamic RA to asses suitability.

KEY: (\*) 'People at Risk' - S (Staff at work) V (Visitors) O (Others working nearby) 'Rate' - 'L' Likelihood  
C (Contractors at Work) M (Mothers - new & expectant) Y (Young people) 'S' Severity

Risk Assessment Team	Name: [Redacted text] Sign: [Redacted Text]	Name: [Redacted Text] Sign: [Redacted Text]
	Name: Sign:	Name: Sign:

ALL RISK ASSESSMENTS MUST BE RECORDED AND COMMUNICATED WITH ALL AFFECTED PERSONS. IDENTIFIED TRAINING SHOULD BE COMPLETED

**Appendix 4: DETAILED RISK ASSESSMENT**

<b>Directorate:</b> Agriculture Food & Rural Communities	<b>Division:</b> Rural Payments & Inspections
	<b>Date:</b> 24 <sup>th</sup> January 2013

**Work Activity: Working on a Farm**

Task/Activity	Hazard	Existing control measures	People at Risk(*)	Rate (*)		Risk Rate	Significant		Adeq. Cont.		Action to Reduce Risk
				L	S		Yes	No	Yes	No	
Working On Farms	Contact with unrestrained animals	Appropriate immunisation, contact farmer, identify escape routes, existing knowledge.	S, V	1	3	3		X		X	None
	Uneven Surface (slips & trips)	Correct safety footwear, use of recognised paths where possible, awareness of surfaces	S, V	1	3	3		X		X	None
	Hazardous weather conditions	PPE, check weather forecast, abort if conditions are bad, use of sunscreen	S, V	1	3	3		X		X	None

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	Aggressive & Violent behaviour	Prior knowledge, training to avoid conflict, walk away, inform line manager	S, V	1	3	3			X	X		None
	Moving farm vehicles	Awareness of vehicular movements, attract attention of driver, inform farmer on site	S, V	1	3	3			X	X		None
	Infectious diseases & Allergies (Ringworm, Weil's disease, Farmer's Lung, Leptospirosis, hayfever, Asthma etc)	Appropriate immunisation, good hygiene practices, carrying appropriate medication	S, V	1	3	3			X	X		None
	Disinfectant	COSHH assessment, appropriate PPE	S, V, O	1	2	2			X	X		Ensure up to date COSHH assessments available.
	Sea & River Crossings	Wear Lifejackets, check weather conditions/forecast	S,	1	3	3			X	X		Ensure annual calibration check of all lifejackets carried out.

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Risk Assessment

PROCEDURE HSMS 05

Farm Vehicles	Staff travel in vehicles designed for carrying passengers	S, V	1	3	3	3	X	X	Dynamic RA to assess suitability.
Lone Working	Follow safe system of work. Use of TrackaPhone where supplied	S	2	3	6	X	X	Staff to be trained in use of Trackaphones and offices to have local procedures in place.	
Manual Handling	MH training & awareness of loads.	S, V	1	3	3	X	X	Review MH training records.	

KEY: (\*) 'People at Risk' - S (Staff at work) V (Visitors) O (Others working nearby) 'Rate' - 'L' Likelihood  
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Risk Assessment Team	Name: [Redacted Text] Sign: [Redacted Text]	Name: [Redacted Text] Sign: [Redacted Text]	Name: Sign:
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