

MANAGING THE SAFE RECEIPT OF ANIMAL FEED

Safe delivery of animal feed to farm – a Farm Safety Partnership guide

Members of the FSP include the HSE, CLA, NFU, NFU Mutual as well as AIC, TFA and many other organisations.

INTRODUCTION

Every livestock producer in the UK takes deliveries of animal feeds either in bulk dry or liquid, or packed in bags and drums as a regular feature of working life on the farm.

Farmers and their feed suppliers have a shared responsibility to ensure that their own staff and the feed supplier's delivery driver are safe whilst on farm delivering animal feed products.

The Agricultural Industries Confederation (AIC) are a trade association for the Agri-supply sector covering the animal feed, grain and seed, fertiliser and crop protection sectors. The AIC have recently updated their Code of Practice for Making Safe Deliveries of Animal Feed to Farms, a code that offers detailed information on the requirements to be met to safely accept delivery of animal feeds.

This Guidance Note, published by the Farm Safety Partnership, offers livestock producers practical guidance on compliance with the AIC Code of Practice for Making Safe Deliveries of Animal Feed to Farms.



DELIVERY PLANNING

Every delivery to farm needs planning in advance so that all the risks associated with the proposed delivery are considered and precautions are put in place to secure the safety of all involved either directly (e.g. driver, farm worker, contract staff) or indirectly (e.g. children, public) with the delivery whilst it is taking place.

Key things to consider at the delivery planning stage include:

- What time will the delivery arrive and when will you be notified?
- Farms must be adequately signed from the road.
- Is the yard area big enough for the delivery vehicle and adequately lit?
- Is the storage facility clearly marked and in good condition?
- How will the product be unloaded – bulk blown/ tipped/ forklift discharge?
- Are all people aware of the risks of using forklift trucks (FLT) - not just those who will be driving the FLT?
- Will there be any supervision of the delivery?
- Is the ground at discharge point sound and level?
- Are there overhead wires where the vehicle will park during discharge of the load?
- If the delivery is to be made into a building is the roof high enough to accommodate the delivery vehicle when its body is fully raised?
- Are there any additional specific hazards which a delivery driver should be aware of?

This information needs to be shared with your feed supplier in advance of the delivery date so they have the chance to inform and instruct the driver before arrival at the farm.

Use the Delivery Checklist on the back page of this Guidance Note to record your findings and send the completed document to your feed supplier retaining a copy for yourself.

If you have more than one discharge point it will be necessary to complete a Delivery Checklist for each one.

BULK BLOWN DELIVERIES

A fixed delivery pipe should be provided to which the driver can connect and make the delivery safely. Delivery pipes should be set between waist and head height and must be easily accessible.

Ensure there is sufficient capacity in the feed storage facility to receive the full quantity of feed ordered.

Feed bins must be in good state of repair, free from damage and excessive corrosion and must be securely fixed to the ground to prevent collapse/overturn.

Lofts – Access to the loft by the delivery driver must be avoided wherever possible. Lofts should be fitted with fixed delivery pipes both at the connection point, and within the loft. Where loft access is unavoidable, the following requirements are needed to secure a delivery driver's safety: interiors must be well lit with solid floors, and ladders or steps, must be in a good state of repair, placed on a firm footing and must be secured at the top, staircases must be fitted with a handrail and must be free of water or other material which may render them slippery. You must ensure feed can be delivered into the loft safely and you should discuss how you do this with your supplier before delivery.

Farm trailers must be parked on level ground securely hitched to a tractor or a secured ground point and must be in the lowered position during delivery to ensure that they do not roll away/tip over during filling putting the delivery driver and farmer at risk. The delivery driver must be able to discharge the feed from ground level i.e. without having to climb on the trailer to connect the pipe.

Industrial containers must be adequately vented to avoid dangerous build up of air pressure during discharge of the product.

IBCs (Tote bags) or boxes must be filled using suitable equipment or other safe arrangements put in place which avoids the need for the driver or customer to hold the delivery pipe.

Overhead Power Lines (OHPLs)

Feed delivery lorries should not be raised directly below or adjacent to OHPLs. Wherever possible always locate the feed delivery point well away from OHPLs to avoid contact with the cable or flashover as this may result in death or injury. Further information can be found from your Electricity Distributor and HSE website.

BULK TIPPED

Raising the body of the loaded vehicle when parked on sloping or uneven ground may result in a vehicle overturn, causing significant damage to buildings, damage to the vehicle and possible serious injury to, or even death of, the driver. Road surfaces around the delivery point should be level and firm. Do not reach under a raised tipping trailer (to clean away spilt feed) as there is a risk of being crushed should the trailer body descend. Pedestrians (including farm staff and drivers) should remain at a location which is a safe distance away from the rear of the vehicle/trailer when its body is raised. A sudden release of material whilst discharging through the rear door may result in the individual being buried and possible suffocation, or being struck by the rear door.

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Uneven/Sloping Ground

Make sure tipping sites have no uneven or sloping ground. A fully loaded articulated vehicle when tipped to maximum extent can only sustain a slope of 2½ degrees before it starts to overturn. This can result in serious injury to people and damage to property.

Keep clear of the rear of the vehicle when tipping

All pedestrians including drivers and farm staff must stand clear of the rear of the trailer at all times when tipping. Trailer doors can fail and spring open without warning. This can lead to serious injury and death through suffocation or being struck by the tailgate.

Buildings

When tipping, the roof of the building must be sufficiently high to allow the feed to be discharged safely without the risk of a roof strike. Discuss vehicle height with your supplier at the planning stage. Some vehicles may be fitted with an air suspension system that allows the body of the trailer to rise as the load is tipped increasing overall height.





BAG DELIVERIES

Wherever possible provide a safe area off the public highway where there is sufficient space for unloading to take place. Vehicles should only be unloaded at the roadside if safe arrangements are in place to avoid the driver working in the path of other road users. The drivers and operators need to be aware of other road users and their safety at all times. The curtain sided vehicles used to deliver bagged feed often require more headroom than a bulk vehicle. You should discuss the height of the vehicle with your supplier to assess that the site is not restricted by overhead obstructions such as tree branches, or Overhead Power Lines.

Unloading a Vehicle Using a Vehicle Mounted Forklift Truck

The ground surrounding the vehicle to be unloaded should be level and firm. Operating a forklift truck on uneven or soft ground can result in an overturn. Any person operating a forklift truck must have the appropriate training. There must be adequate space for the forklift truck driver/customer operator to safely manoeuvre the forklift truck around the vehicle whilst unloading. The area where the vehicle is parked must be as close as is practical to the storage area in order to minimise the distance travelled by the forklift truck.

Manually Unloading Vehicles

If the vehicle must be manually unloaded, then the route from the vehicle to the feed store must be:

- Minimised to avoid the risk of injury from manual handling.
- Free from obstructions e.g. steps, uneven ground which may cause slips, trips or manual handling injuries.
- Adequately lit, particularly when passing from daylight into buildings.



BULK LIQUID DELIVERIES

The tank or vessel must be large enough to accommodate the full quantity of product ordered. In order to avoid overflow and potential contamination of water courses, the delivery driver must be able to see the level in the tank or vessel at all times during the delivery or the farmer must be available to confirm capacity before delivery begins. This can either be by means of a tank contents gauge or by the tank being transparent; it is not acceptable for the driver to climb on top of the tank to determine the contents and available space by means of a dip stick or other means.

Delivery pipe

Always provide a fixed delivery pipe at a convenient height to which the driver can connect to make the delivery.

Tank

The tank must be in good state of repair, free from damage and excessive corrosion and it must be securely fixed to the ground to prevent collapse/overturn.

Discharge valves and pumps

Any discharge valves and pumps associated with the product must be positioned and marked in such a way that they cannot be accidentally damaged by the delivery vehicle during delivery.

Regulations

Where the material being delivered is covered by the oil storage regulations (or equivalent) the tank must be bunded.



DELIVERY PLANNING CHECKLIST

Check through the items below and ensure your supplier is made aware of any issues which may affect your delivery. Please send back to your **supplier, or the organisation who sent you this form**, using their contact details. Please do not send to the Farm Safety Partnership or AIC.

Account Number:

Name:

Address:

Phone Number:

Mobile Number:

Date:

Vehicle Movements

- Delivery times
- Directions
- Any access restrictions (e.g. gateposts)
- Max size of vehicle suitable for delivery
- Is there space to turn your vehicle around
- Headroom
- Weight restriction

Notes

Delivery Point

- Lighting
- Livestock
- Pedestrians
- Loft/bin/building/other
- Firm level ground (e.g. soft ground, manhole covers)
- Capacity
- Clearly identified
- Fixed discharge point for bulk products
- Properly maintained

Delivery Operations

- Overhead wires present
- Overhead wires marked
- Access to delivery point clear
- Height of building if relevant
- Loft – fixed delivery pipes/secure ladder or stairs access
- Bags – minimised manual handling



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