

## NOMINATED STOREKEEPER TRAINING COURSE SYLLABUS

<u>CONTENTS</u>	<u>PAGE</u>
Introduction	3
Course Aims	3
Exam Guidelines / The Exam	4
Your Questions Answered	5
 <u>COURSE PROGRAMME</u>	
Modules	
1. Introduction to Legislation	6
2. Handling Products In and Out of Store	7
3. Product Segregation	9
4. Poisons	10
5. Storekeeping	12
6. Spillage Procedures	14
7. Practical Store Exercise	15
8. Accident Prevention, Lifting and First Aid	16
9. Fire Prevention and Security	18
10. Health and Safety at Work Act	20
 Recommended Pre-Course Literature / Reading	 21
BASIS Contact Details	22

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## INTRODUCTION

It is a requirement under the Control of Pesticides Regulations (1986) that pesticide stores involved in sale and supply and holding over 200 litres of pesticide must have at least one member of staff with a Certificate of Competence in storage. The BASIS Nominated Storekeeper (NSK) Certificate has been recognised by Ministers as meeting the requirements of the regulations.

The training offered by BASIS for this statutory qualification takes place over two days and includes classroom training and practical exercises. There will be a multiple choice examination following the second day's training and candidates who pass will be awarded the BASIS Nominated Storekeeper Training Certificate.

## COURSE AIMS

To equip Nominated Storekeepers to meet the standards of pesticide storage laid down in the Defra 'Code of Practice for Suppliers of Pesticides to Agriculture, Horticulture and Forestry' by identifying:

- the basic principles of good storekeeping.
- the accountabilities of Nominated Storekeepers.
- the relevant points of the Food and Environment Protection Act (FEPA) 1985 and the associated Control of Pesticides Regulations (COPR) 1986.
- their responsibilities under the Health and Safety at Work Act (1974) with special reference to safe lifting, First Aid, Control of Substances Hazardous to Health (COSHH) Regulations (2002) and responsibilities under the 'Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2004'.

## EXAM GUIDELINES / THE EXAM

Examinations are held by the BASIS tutors following the running of courses for the BASIS Nominated Storekeeper Certificate at various venues across the UK.

The examination consists of 70 multiple choice questions, for which the pass mark is 70%.

The aim of the examination is to determine whether candidates have understood the basic principles relating to the handling, storage and transport of professional pesticides, as detailed within the BASIS syllabus.

In the event that a candidate's marks in the exam fall short of the pass mark by up to 5 marks (44 – 48) he/she will be given the opportunity for an interview viva with the tutor. The purpose of the viva will be to determine whether the candidate's mark can be raised to the pass standard. It is recognised that some candidates can be affected by the examination process and particularly nervous candidates may misread questions and therefore give the wrong answer, when in fact they did know the correct response.

It is recommended that all candidates spend at least six months working in a pesticide store under supervision before taking this course, so that they become familiar with the environment, practices and terminology required. Candidates with less experience are unlikely to pass the exam.

## YOUR QUESTIONS ANSWERED

### **How can I qualify for a Storekeeper Certificate of Competence?**

You can qualify by successfully attending the two day BASIS training course and passing the assessment.

### **When and where are the courses held?**

They are generally held from October to March at centres throughout the UK, according to demand. In-company courses can be scheduled on request, where there are viable numbers, either for initial certification or refresher training.

### **Are the courses practical?**

The courses are practically based and little writing is required other than in personal note taking and selecting correct statements in the multi-choice questionnaire.

### **What about the assessment?**

Your ability to understand and implement good storekeeping practices will be assessed by the course tutor(s) and will be based on your success in the questionnaire, your contribution during the course and, where necessary, in the 'one-to-one' interview afterwards.

### **How do I apply to attend a training course?**

By completing and returning an application form to the BASIS office. You will be notified when a place is available for you. Every effort is made to place you on a course in your own area, although this is not always possible.

### **Do I have to have practical experience before attending a course?**

As with any training situation, the more practical experience you have the better, as it helps you relate to the subject being discussed. It is recommended that you have at least six months experience in a store prior to attending the course. The course is a valuable refresher for those with greater practical experience.

### **If I pass my assessment but have limited practical experience, will this prevent me from gaining the certificate?**

No, but we are likely to recommend you continue working under supervision until your manager is satisfied that you have gained sufficient practical experience in handling pesticides.

### **Can I claim CPD points for this course for my BASIS Professional Register Membership?**

The NSK course attracts 15 points for members of the BASIS Professional Register.

## COURSE PROGRAMME

### **MODULE 1 – INTRODUCTION TO LEGISLATION**

#### **1.1 Competence**

To develop a knowledge of the main areas of legislation which apply to pesticide storage and Nominated Storekeepers in Professional Pesticide stores.

#### **1.2 Performance Criteria**

Candidates must be able to:

- demonstrate a knowledge of the relevant statutory Codes of Practice.
- demonstrate an awareness of the relevant legislation.
- demonstrate a knowledge of the role BASIS plays in the pesticide industry.
- demonstrate a knowledge of the relevant enforcement authorities for pesticide legislation.

#### **1.3 Essential Knowledge and Skills**

Candidates must have the ability to:

- describe the main aims of the Food & Environment Protection Act (FEPA) 1985.
- describe the relevant points of the Control of Pesticides Regulations (COPR) 1986 as they relate to pesticide storage.
- describe the pesticide approval process in the UK and harmonisation within the EU.
- describe the important parts of the pesticide label.
- recognise the importance of the ACP and its constituent members.
- explain how the pesticide legislation is enforced, by whom and in what circumstances.
- recognise the relevant consultation bodies for new and existing pesticide stores.

## **MODULE 2 – HANDLING PRODUCTS IN AND OUT OF STORE**

### **2.1 Competence**

Develop a knowledge of the procedures for receiving and dispatching goods to and from the store and transportation of pesticides.

### **2.2 Performance Criteria**

Candidates must be able to:

- outline the main criteria for handling pesticide products.
- understand the importance of safety procedures when unloading and stacking packaged goods.
- understand the statutory obligations of storekeepers when unloading and storing pesticide products.
- understand the storekeeper's obligations to safe storage and transport of dangerous goods.
- understand the procedures for spillage clearance.
- understand the storekeeper's obligations to safe transport and dispatch of goods from the store.
- understand the requirements of the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2004 (The Carriage Regulations).
- understand the different Classes of Dangerous Goods and the implications for segregation when transported and stored.
- outline the requirements for transport security under the Carriage Regulations.
- outline the requirements for written instructions to drivers under the regulations.
- outline the requirement for training required by drivers both 'in-scope' and not 'in-scope' of the regulations.

## 2.3 Essential Knowledge and Skills

Candidates must have the ability to:

- describe the conditions for safe storage of pesticides.
- describe the safety precautions taken when storing pesticide goods safely.
- describe the procedures for safe containment of leaking containers.
- describe the conditions required for safe transport of pesticides.
- explain the differences between transport of Dangerous Goods 'in-scope' and those not 'in-scope'.
- describe the equipment required on a vehicle for transport of goods 'in-scope' of the Carriage Regulations.
- describe the 9 Classes of Dangerous Goods.
- explain the main features of Dangerous Goods Classes.
- explain how certain features of Dangerous Goods Classes make segregation necessary.
- describe the equipment required on vehicles which are not 'in-scope' of the Carriage Regulations.
- demonstrate awareness of the training required for drivers of vehicles 'in-scope' of the Regulations.
- demonstrate awareness of the training required for all those involved with Dangerous Goods transport.
- demonstrate awareness of transport categories, packaging groups and their importance for calculation of Dangerous Goods loads.
- demonstrate an awareness of the essential load information required for the Carriage of Dangerous Goods.

## MODULE 3 – PRODUCT SEGREGATION

### 3.1 Competence

To develop a knowledge of the requirements for segregation of pesticide product types / classes within the pesticide store.

### 3.2 Performance Criteria

Candidates must be able to:

- demonstrate a knowledge of the terms used to describe pesticides, biocides and plant protection products.
- demonstrate a knowledge of the relevant parts of the legislation which relate to pesticide storage.
- demonstrate a knowledge of the properties of pesticides which affect segregation and storage.

### 3.3 Essential Knowledge and Skills

Candidates must have the ability to:

- define the following terms:
  - pest
  - pesticide
  - plant protection products
  - biocidal products
- describe the ways in which products must be segregated.
- describe the hazards associated with storage of:
  - gassing compounds
  - oxidising agents
  - flammables
  - poisons
- describe the special storage arrangements necessary for:
  - gassing compounds
  - oxidising agents
- describe the conditions / situations when special arrangements are required for:
  - flammables
  - poisons

## **MODULE 4 - POISONS**

### **4.1 Competence**

- a) To develop a knowledge of the Poisons Act 1972 and its relevance to pesticide storage.
- b) To develop a knowledge of Aluminium Phosphide, its hazards, approved uses and precautions required for its sale, storage and use.

### **4.2 Performance Criteria**

- a) Candidates must be able to:
  - demonstrate a knowledge of the Poisons Law as it affects the storage, sale and supply of agricultural pesticides.
  - demonstrate an awareness of Parts I and II of the Poisons List.
  - demonstrate a knowledge of the relevance of the Poisons Register.
  - demonstrate an understanding of the use of Poisons Signed Orders.
  - demonstrate an awareness of the procedure for the legal sale and supply of agricultural poisons.
- b) Candidates must be able to:
  - demonstrate a knowledge of the physical nature of Aluminium Phosphide
  - demonstrate an awareness of the uses for Aluminium Phosphide
  - demonstrate an awareness of the hazards associated with Aluminium Phosphide products
  - demonstrate an awareness of the products available for sale
  - demonstrate an awareness of the operational precautions necessary for those using Aluminium Phosphide

### **4.3 Essential Knowledge and Skills**

- a) Candidates must have the ability to:
  - describe the main points of the Poisons Act 1972.

- describe the relevance of the Poisons List Order 1982.
- recognise the importance of the Poisons Rules 1982.
- explain how to obtain information about the pesticides on the Poisons List.
- explain the restrictions to the sale of Part I poisons.
- give examples of poisons in Part I of the Poisons List.
- explain the procedures for the sale of Part II Poisons.
- give examples of poisons in Part II of the Poisons List.
- explain the details required to be recorded in the Poisons Register.
- explain the relevance of the Poisons Signed Order.
- give examples of the information required on a Poisons Signed Order.
- explain how a Poisons Signed Order is used.
- explain who is required to sign the Poisons Register and why.
- explain which poisons appear in Schedule I of the Poisons Act and their relevance to sale and supply.

b) Candidates must have the ability to:

- describe the appearance of Aluminium Phosphide products and their packaging
- describe the pest species against which Aluminium Phosphide has approval for use
- describe other vertebrate species for which it is not suitable and which may be affected as non-target species.
- recognise the importance of the hazards associated with Aluminium Phosphide products
- describe the features of Phosphine gas
- give examples of the products available and their trade names
- describe the operational precautions of which operators should be aware.

## **MODULE 5 – STOREKEEPING**

### **5.1 Competence**

To develop a knowledge of general storekeeping duties which enable the storekeeper to maintain a well run pesticide store.

### **5.2 Performance Criteria**

Candidates must be able to:

- demonstrate a knowledge of basic storekeeper duties.
- demonstrate a knowledge of bunding requirements for small, medium and large stores.
- demonstrate a knowledge of back-up containment measures.
- demonstrate an awareness of the EA requirements for pesticide stores in England and Wales.
- as above for SEPA in Scotland and EHS NI in Northern Ireland.
- demonstrate an awareness of the requirements for Personal Protective Equipment in a pesticide store.
- demonstrate an awareness of the need for respirators when dealing with accidental spillage.
- demonstrate an awareness of the First Aid requirements in a pesticide store.
- demonstrate a knowledge of the requirement for sterile eyewash.

### **5.3 Essential Knowledge and Skills**

Candidates must have the ability to:

- explain the procedures for safe receipt and unloading of pesticides.
- explain the principles behind the maintenance of good working conditions.
- explain the principles of safe storage and handling of pesticides.
- explain the importance of bunding.

- describe examples of different types of bund.
- describe back-up containment measures and drain protection equipment.
- describe details of suitable Personal Protective Equipment for a pesticide store.
- describe details of different respirator types and their uses.
- determine the First Aid requirements and training provision required for a pesticide store.
- describe the type and quantity of eye irrigators required.
- understand the types of eyewash which are suitable and why.

## **MODULE 6 – SPILLAGE PROCEDURES**

### **6.1 Competence**

To develop a knowledge of emergency spillage procedures for a pesticide store.

### **6.2 Performance Criteria**

Candidates must be able to:

- demonstrate a knowledge of actions required to deal with a pesticide spillage in the store.
- demonstrate a knowledge of pesticide disposal arrangements.

### **6.3 Essential Knowledge and Skills**

Candidates must have the ability to:

- describe the items of spillage equipment required in a pesticide store.
- describe the actions necessary to deal with a liquid or powder / granular spillage in a pesticide store.
- describe the procedures for dealing with a spillage outside the store.
- describe the methods available for disposal of out-of-date / unwanted pesticides.
- describe the methods available for disposal of pesticide waste / spillage material.

## MODULE 7 – PRACTICAL STORE EXERCISE

The practical store exercise will usually take place at the end of Day 1 of the course.

If there is a store on-site, where training is taking place, it will be used for this exercise. Otherwise there may be need for a short journey to a local pesticide store, which will be arranged in advance by BASIS staff.

The store exercise is in two parts:

- Product Segregation
- Store Fault Finding

The Nominated Storekeeper will have created some product segregation problems and a number of additional faults. Candidates have 15 – 20 minutes to look around the store and list the faults / problems. These will be highlighted at the store and discussed the following day prior to starting the next part of the course.

The purpose of this exercise is to enable candidates to use the information and knowledge gained during the day in a practical way. All the information required to conduct this exercise will have been delivered by the course tutor during the early part of the course.

## **MODULE 8 – ACCIDENT PREVENTION, SAFE LIFTING AND FIRST AID**

### **8.1 Competence**

To develop a knowledge of safe practices within the store to prevent accidents or injury. Where accidents occur candidates should know what to do and how and where to seek help.

### **8.2 Performance Criteria**

Candidates must be able to:

- demonstrate a knowledge of safe lifting practices.
- demonstrate an awareness of the Manual Handling Operations Regulations 1992 (Amended 2002).
- demonstrate an awareness of the consequences of poor lifting techniques.
- demonstrate an awareness of the relevant legislation related to responsibilities for First Aid in the workplace.
- demonstrate an awareness of other relevant legislation.
- demonstrate an understanding of emergency First Aid procedures.
- demonstrate an awareness of the five point emergency action plan.

### **8.3 Essential Knowledge and Skills**

Candidates must have the ability to:

- describe the procedure to ensure the performance of a safe lift.
- understand the practical conditions which may make lifting unsafe.
- understand how to pick up and set down a load to prevent injury.
- understand the relevance of First Aid and other related legislation.
- understand the relevance of RIDDOR.
- understand the relevance of COSHH.
- explain the precautions to take when dealing with a casualty.

- describe the importance of minimising shock.
- describe the circumstances which can give rise to shock following an accident.
- explain the procedure for reporting accidents.

## **MODULE 9 – FIRE PREVENTION AND SECURITY**

### **9.1 Competence**

To develop a knowledge of safe practices which can reduce the risk of fires in the store. To develop a knowledge of store and transport security measures which are designed to reduce the risk of theft and/or damage to property and stored pesticides.

### **9.2 Performance Criteria**

Candidates must be able to:

- demonstrate an awareness of fire safety procedures.
- demonstrate an awareness of fire safety signage.
- demonstrate awareness of the Regulatory Reform (Fire Safety) Order 2005.
- demonstrate an awareness of the Health & Safety (Safety Signs and Signals) Regulations 1996.
- demonstrate awareness of store security procedures.
- demonstrate awareness of requirements for store signs.
- demonstrate an awareness of security for the transport of pesticides, especially dangerous goods.

### **9.3 Essential Knowledge and Skills**

Candidates must have the ability to:

- describe the actions necessary to prevent fires occurring within the store.
- explain emergency action plans for fire prevention.
- explain the requirements for the 'responsible person' under the 'Fire Safety Regulations'.
- describe the type of signs legally required under the 'Safety Signs and Signals Regulations'.
- understand fire extinguisher types and which is required in each fire situation.

- describe suitable store security measures.
- understand the importance / relevance of dangerous goods to national security.
- understand the term 'High Consequence Dangerous Goods'.
- describe the signs required to be externally displayed at a pesticide store.
- describe safety precautions necessary for delivery drivers, particularly where dangerous goods are transported.
- develop an understanding of the issues involved with dangerous goods transport.

### **'The Security of Dangerous Goods by Road'**

As part of Module 9 the DfT video 'The Security of Dangerous Goods by Road' will be shown to candidates. A certificate will be available to confirm that candidates have had some transport security training which is acceptable to the Department for Transport and VOSA.

## **MODULE 10 – HEALTH AND SAFETY AT WORK ACT**

### **10.1 Competence**

To develop a knowledge of those parts of the Health and Safety At Work Act which relate specifically to storekeepers in UK pesticide stores.

### **10.2 Performance Criteria**

Candidates must be able to:

- demonstrate an awareness of both employer and employee obligations under the Health and Safety At Work Act 1974.
- demonstrate an awareness of the Control of Substances Hazardous to Health Regulations 2002.
- demonstrate an awareness of the Dangerous Substances (Notification and Marking of Sites) Regulations 1990.

### **10.3 Essential Knowledge and Skills**

Candidates must have the ability to:

- explain what obligations are placed on employers by the regulations.
- explain the basic elements of a written safety policy.
- explain what obligations are placed on employees by the regulations.
- describe the COSHH assessment procedure.
- explain the difference between Hazard and Risk.
- explain where to obtain information about the hazardous nature of particular pesticides.
- describe actions to mitigate the danger and reduce the risk from exposure to pesticides.
- describe the hazard warning signs found on pesticide labels.
- describe the responsibilities placed on storekeepers whose stores are affected by the NMS Regulations.

## RECOMMENDED PRE-COURSE LITERATURE / READING

- Code of Practice for Suppliers of Pesticides to Agriculture, Horticulture and Forestry (Yellow Code – PB 3529)
- Code of Practice for using Plant Protection Products (ISBN 0-85521-170-9)
- HSE16 Guidance on Storing Pesticides for Farmers and Other Professional Users.
- COSHH : A brief guide to the Regulations - What you need to know about the Control of Substances Hazardous to Health Regulations 2002 – INDG136(rev3)
- Safe Lifting – [www.businesslink.gov.uk/bdotg/action/detail?type](http://www.businesslink.gov.uk/bdotg/action/detail?type)
- Links to:
  - First Aid at Work – [www.hse.gov.uk/pubns/indg214.pdf](http://www.hse.gov.uk/pubns/indg214.pdf)
  - Health and Safety Executive INDG 214 which includes:
    - Recovery Position
    - CPR
- Transport Booklets
  - BASIS Driver Handbook
  - International Road Transport Union – [www.iru.org](http://www.iru.org)
  - ADR 8.1.5 – Equipment for Personal and General Protection ....
  - ADR 5.4.3 – Instructions in Writing
  - Carriage of Dangerous Goods by Road  
[www.hse.gov.uk/cdg/manual](http://www.hse.gov.uk/cdg/manual)
- Fire Extinguisher Booklet ‘Fire Safety at Work ‘ – Fire Protection Association
- Fire Risk Assessment
- HASAW Act 1974 – [www.hse.gov.uk/legislation/hswa.htm](http://www.hse.gov.uk/legislation/hswa.htm)

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BASIS is an independent, self-regulatory registration, standards and certification scheme serving the pesticide, fertiliser and allied organisations and interests. It works with Government to set high standards and check that they are being met. It was one of the world's first standard setters for pesticide suppliers and has also been called upon to assist in establishing similar systems in other parts of the world.

Other activities of BASIS include the annual assessment of pesticide supply stores under The Food & Environment Protection Act 1985 and the running of training courses for industry staff.