

/officers should consider when looking at animal boarding establishments and making recommendations for licensing and any applicable conditions.

5. Alternative options considered
N/A

6. Background information

6.1 This authority currently has outdated conditions in relation to catteries (see appendix 3) and none specific to dog boarding establishments. We have seen an increase in applications for 'doggy day care' type operations in the borough.

It is becoming increasingly popular for individuals to carry out small-scale commercial boarding of dogs within their own home. This requires an animal boarding licence and compliance with the Council's model conditions. There have been developments in the understanding of animal welfare and also the introduction of the Animal Welfare Act in 2006 that have led to the need to revise the conditions as a whole. The revised conditions have been published by the Chartered Institute of Environmental Health (CIEH) and are recommended for adoption. An example of standard conditions for dog boarding establishment can be seen at Appendix 4. An example of revised conditions for cat boarding establishments can be seen at Appendix 5.

6.2 Before granting any animal boarding licence the local authority must consider the ability of the establishment to ensure:

- The accommodation is suitable in regard to its construction, size, number of occupants, exercising facilities, temperature, lighting, ventilation and cleanliness.
- Adequate supply of suitable food, drink and bedding material for the animals and that they are adequately exercised and visited at suitable intervals.
- All reasonable precautions are taken to prevent and control the spread of infectious or contagious diseases, including the provision of isolation facilities.
- Appropriate steps are taken for the protection of animals received into the establishment that is available for inspection at any time.
- Appropriate steps are taken for the protection of animals in the case of fire or other emergency.
- A detailed register is maintained of any animals received into the establishment that is available for inspection at any time.

6.3 The local authority may:

- Attach appropriate conditions to the licence

- Inspect the premises at all reasonable times.
- Refuse a licence if the standards at the premises are unsatisfactory.
- Take formal legal action for running an animal boarding establishment without the relevant licences or operating in contravention of licence conditions.

6.4 The Model Conditions form the recommended basic minimum standards – considered necessary to ensure the health, safety and welfare of cats and dogs in boarding establishments. With this in mind the document is intended not only to support those who are tasked with inspecting , advising and licensing catteries under the Animal Boarding Establishments Act 1963, but also to be useful to owners and managers of catteries and those planning to offer animal boarding facilities who wish to understand the legal requirements under relevant legislation.

7. Contribution to strategic outcomes

Priority 3 - A clean, well maintained and safe borough where people are proud to live and work

We are able to achieve this by the adoption of the new model conditions being used to ensure that all companion animals in temporary care are kept in suitable conditions with proper regard to the welfare of the animals concerned.

We are making clear the expectations placed upon prospective licensed operators. Targeting our resources into education and supporting lawful responsible business operators over enforcement. The Council will however take effective actions against illegal or irresponsible operators when the situation demands it.

8. Statutory Officers comments (Chief Finance Officer (including procurement), Assistant Director of Corporate Governance, Equalities)

Finance and Procurement

There are no specific resource implications contained within this report. Any costs associated with the introduction of the new standard conditions will be absorbed by the current budget for the Licensing Service. The Councils schedule of fees and charges for animal welfare licences is unaffected by this proposal.

9. Legal

The Assistant Director of Corporate Governance has been consulted in the preparation of this report and comments as follows:

Section 1 of The Animal Boarding Establishments Act 1963 (The Act) requires anyone who wishes to keep a boarding establishment for animals to be

licensed by the local authority and to abide by the conditions of their license. Failure to do so is a criminal offence.

In determining whether to grant a licence the local authority must have regard to the need for securing the welfare and protection of the animals as set in section 1(3) of the Act and paragraph 6.2 of this report and shall specify such conditions in the licence as appear to the local authority necessary or expedient for securing all of the objects of section 1(3).

The CIEH Model License conditions for Cat Boarding Establishments 2013 (revised in June 2016) and the Model License Conditions for Dog Breeding Establishments 2016 (May) at appendices 1 and 2 set out the updated model conditions considered appropriate and best practice for such establishments and reflects their duties to meet the welfare needs of the animals in their care under section 9 of the Animal Welfare Act 2006. The duties include taking steps to meet the animals' needs:

- for a suitable environment,
- for a suitable diet
- to be able to exhibit normal behaviour patterns
- to be housed separately if necessary
- to be protected from pain, suffering injury and disease

Under Part 3 Section B paragraph (7) (2)(a) of the Council's Constitution, one of the Regulatory Committee's function is to determine all policy issues and the standard terms and conditions relating to non executive licensing functions of the Council, which includes the functions under section 1 of the Animal Board Establishments Act 1963. Adopting the model conditions is therefore a decision which falls within the remit of the Regulatory Committee.

10. Equality

Under the Equality Act 2010, Section 149, a public authority must, in the exercise of its functions, have due regard to the need to—

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

- 10.1 In deciding whether or not a full EqIA is needed the screening tool was used to consider the potential impact on protected groups:
Does the policy/procedure/project etc affect service users, employees or

the wider community, and potentially have an affect in terms of equality? No

Is it a major policy/change significantly affecting how functions are delivered? - No.

Does it relate to functions that previous involvement or activities have identified as being important to protected groups? - No

Does it relate to an area where there are known inequalities e.g. disabled peoples access to a service, racist/homophobic bullying - No

Does it relate to a policy/process/project where there is significant potential for reducing inequalities or improving outcomes e.g. increasing take up of services by a protected group. -No

10.1 Equality Impact Assessment (EIA) is not relevant to the decision as this legislation is purely for animal welfare.

11. Use of Appendices

Appendix 1- Model Conditions for Cat Boarding Establishments

Appendix 2 – Model Conditions for Dog Boarding Establishments

Appendix 3 - Current standard conditions for catteries

Appendix 4 – Example Conditions for Dog Boarding Establishments

12. Local Government (Access to Information) Act 1985



Appendix 1- Model Conditions for Cat Boarding Establishments



Model Licence Conditions and Guidance for Dog Boarding Establishments 2016



May 2016

This document has been prepared in the best interests of animal welfare and to advise those tasked with inspecting, advising and licensing kennels under the Animal Boarding Establishments Act 1963.

It has been reviewed for the first time in 20 years and has therefore been updated to include, and ensure compliance with, the Animal Welfare Act 2006. Equally, the contents reflect changes in training/handling techniques during that time.

No liability rests with contributing bodies for the circumstances arising out of the application of conditions contained within the document.

The contents of this document will be kept under regular review to ensure that it remains relevant and accurate.

The groups consulted included:

Borough Council of Wellingborough

British Small Animal Veterinary Association

British Veterinary Association

Chartered Institute of Environmental Health

Corporation of London

Dogs Trust

Epping Forest District Council

International Cat Care

Pet Industry Federation (formerly Pet Care Trust)

Royal Society for the Prevention of Cruelty to Animals

The Kennel Club

Contents

Introduction	4
Section A – ENVIRONMENT	8
Providing the Dogs with a suitable place to live/stay	
Section B – DIET	17
Providing the dog(s) with an appropriate diet	
Section C – BEHAVIOUR	19
Allowing the dog(s) to express normal behaviour patterns	
Section D – COMPANY	21
Providing the dog(s) with the appropriate company	
Section E – HEALTH AND WELFARE	23
Protecting the dog(s) from pain, suffering, injury and disease	
Annex A	30
Licence Conditions Inspection Sheet for Dog Boarding Establishments	
Annex B	32
Body condition score sheet	
Annex C	33
Emergency Evacuation Plan	
Annex D	34
Useful information: Kennel unit/run sizes	
Annex E	38
Guidance for New Build including doors/apertures	
Annex F	40
Behaviour/environmental enrichment	
Annex G	43
Disease, vaccination and disinfection	
Useful contacts	45

Introduction

Introduction

The Chartered Institute of Environmental Health (CIEH) model licence conditions and guidance for dog boarding establishments was published in 1995.

Since then there have been developments in the understanding of animal welfare and also the introduction of the Animal Welfare Act in 2006. It was, therefore, felt timely to revise and update this document so that it better reflects the legal and animal welfare considerations inspectors should consider when looking at boarding kennels and making recommendations for licensing and any conditions applicable.

This document is aimed at all those who are tasked with inspecting, advising and licensing kennels under the Animal Boarding Establishments Act 1963 ('the 1963 Act'). It may also be useful to owners and managers of kennels and those planning to build boarding kennels who wish to better understand what their legal requirements are under both the 1963 Act and the Animal Welfare Act 2006 ('the 2006 Act') as well as other related legislation.

The main legal requirements

There are two main pieces of legislation that attention should be drawn to, namely; the Animal Boarding Establishments Act 1963 and the Animal Welfare Act 2006.

1 Animal Boarding Establishments Act 1963

The 1963 Act requires anyone who wishes to keep a boarding establishment (ie, in this context a kennel) to be licensed by the local authority and abide by the conditions of the licence. If they do not they are in breach of the law. In particular the local authority will consider the ability of the establishment to ensure:

- Accommodation is suitable as respects construction, size, number of occupants, exercising facilities, temperature, lighting, ventilation and cleanliness.
- Ensure adequate supply of suitable food, drink and bedding material for the animals and that they are adequately exercised and visited at suitable intervals.

- All reasonable precautions are taken to prevent and control the spread of infectious or contagious diseases, including the provision of isolation facilities.
- Appropriate steps are taken for the protection of animals in the case of fire or other emergency.
- A detailed register is maintained of any animals received into the establishment that is available for inspection at all time.

Those responsible for kennels must ensure that a copy of the licence and its conditions (maximum number of dogs and number of holding units) is displayed prominently in the boarding establishment.

No animals other than dogs are to be boarded within the licensed facilities without the written approval of the local authority.

2 Animal Welfare Act 2006

Sections 1 and 2 of the 2006 Act set out which animals are protected. This includes any animal (vertebrate) other than man (Section 1) which is commonly domesticated in the British Isles, or under the control of man whether on a permanent or temporary basis, or is not living in a wild state (Section 2). Thus dogs are protected by this piece of legislation.

Section 3 of the 2006 Act sets out who can be found to be responsible for an animal and this includes on a permanent or temporary basis as well as being in charge of it or owning it. Therefore, in the context of this document, the boarding establishment owner as well as their employees can be found liable under this piece of legislation. No one under the age of 16 years can be deemed to be responsible for an animal.

Section 4 of the 2006 Act sets out offences concerned with unnecessary suffering. An offence is committed here if someone's act or failure to act causes an animal to suffer, whether the person knew (or ought to have reasonably known) that the act (or failure to act) was likely to cause such suffering – it is still an offence as the suffering was unnecessary. An offence can also be committed whereby someone

Introduction

permits this to happen. Again, this can apply to not just employees of an establishment but also an owner. In particular, the conduct that caused the suffering may be deemed unnecessary if it could reasonably have been avoided or reduced, if it was not in compliance with relevant legislation, licence, or codes of good practice, if it was not for a legitimate purpose, if it was not proportionate, if it was not the conduct of a reasonably competent and humane person.

Under Section 9 of the 2006 Act those responsible for animals (in England and Wales) and in the context of this document, this means the boarding establishment owner as well as their employees, have a duty to ensure reasonable steps are taken to ensure the welfare needs of the animals is met to the extent required by good practice. This includes:

- Its need for a suitable environment
- Its need for a suitable diet
- Its need to be able to exhibit normal behaviour patterns
- Any need it has to be housed with, or apart from, other animals, and
- Its need to be protected from pain, suffering, injury and disease.

This guidance also notes that additionally there are Codes of Practice concerning dogs that the Welsh Government and DEFRA have produced and they provide further information on these points. To access copies of these Codes, please see:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/69390/pb13333-cop-dogs-091204.pdf

<http://gov.wales/docs/drah/publications/081219-code-of-practice-welfare-of-dogs-part-1-en.pdf>

<http://gov.wales/docs/drah/publications/081219-code-of-practice-welfare-of-dogs-part-2-en.pdf>

Other relevant regulations and legislation:

- Antisocial Behaviour, Crime and Policing Act 2014
- The Control of Dogs Order 1992

- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Controlled Waste Regulations 1992
- Dangerous Dogs Act 1991
- The Dangerous Dogs (Amendment) Act 1997
- Dog Fouling - Clean Neighbourhoods and Environment Act 2005
- Electricity at Work Regulations 1989
- Environmental Protection Act 1990
- Health and Safety at Work Act 1974
- Health and Safety (First Aid) Regulations 1981
- Management of Health and Safety at Work Regulations 1999
- The Microchipping of Dogs (England) Regulations 2015
- Personal Protective Equipment at Work Regulations 1992
- Regulation on the Protection of Animals During Transport (EC) 1/2005
- The Regulatory Reform (Fire Safety) Order 2005
- Town and Country Planning Act 1990
- Workplace (Health, Safety and Welfare) Regulations 1992

Further information on the above is available from Business Link – www.businesslink.gov.uk

This document is intended to apply in England; it may be useful in Wales and Northern Ireland where separate legislation applies.

Insurance

It is strongly recommended that all proprietors of licensed boarding establishments have appropriate insurances in place.

Introduction

Policies and Procedures

This guidance document recommends that written policies and procedures setting out how the kennels will ensure all aspects of the welfare of dogs in their care as well as their staff should be provided.

Supervision

It is strongly recommended that the kennel proprietor or a responsible person over 18 years of age lives on site or a key-holder must live within a reasonable travelling time from the kennels. An emergency contact number must be clearly displayed at the entrance to the kennels.

All staff who handle and care for dogs must be adequately trained and competent in ensuring the dogs' welfare (as per the Animal Welfare Act) as well as their safe handling.

Staff must also be trained in emergency procedures to follow, and all other aspects of the licence conditions which are pertinent to their work.

Licensing

NOTE: Further to this document, Local Authorities are able to add their own licence conditions according to individual premises and in accordance with the Act. When considering this, it is important for the Licensing Officer to bear in mind that the licence conditions are based around and need to pay particular regard to providing suitable:

- Accommodation
- Food
- Exercise
- Protection from injury and disease

In addition, a register of animals should be kept with their dates of arrival and departure and their owners' name and addresses.

A licence will contain conditions to these ends and the council may add other conditions: see Animal Boarding Establishments Act 1963 s. 1(3). See (a) – (e). The council shall specify such additional conditions in the licence as appear to the local authority necessary or expedient in the particular

case for securing all of these 5 objects (a) – (e).

For further information, please contact CIEH and/or your own legal department.

Training

All staff should be adequately trained in the work they are expected to carry out and be competent in day to day boarding kennel management. Where staff are employed, whether permanent or temporary, a written training policy should be provided. The licensee must be able to demonstrate relevant training is carried out (via appropriate training records) on all aspects of the care of all ages of dogs and updated regularly.

The following are regarded as essential topics to be covered in the training programme relating to the care of dogs: Animal Health and Welfare; Behaviour; Cleanliness and Hygiene; Feeding and Food Preparation; Disease Prevention and Control; Recognition of Sick Animals; Dog Handling; Health and Safety; Emergency Procedures; Relevant Legislation.

There are a variety of animal care courses available and staff should be encouraged to attend. It is recommended that all staff have gained or be working towards relevant qualifications at minimum Level 2, and should be encouraged to attain Level 3 (within the Regulated Qualification Framework, e.g. NVQ) or an industry recognised award equivalent. At least one staff member should hold, or at least be studying towards a relevant Level 3 qualification.

How to use this document

Each of the sections relates to a Requirement, elaborating why it is important to meet this from the perspective of the dog and/or legal requirements where applicable. Good care is based on some simple principles and these are shown where relevant as bullet points (•) in the document.

In order to align the licence guidelines with the check lists for use by Licensing Officers and those involved with the licensing process, each factor which enables the associated legal requirement to be met

Introduction

has been given an individual code linking it to the appropriate section. These must be followed in order to achieve the licence. It should be noted that the order in which the requirements are listed under each section is arbitrary and does not indicate any order or importance. All requirements listed under the sections are equally important.

The document is divided into sections based on the Animal Welfare Act. Inevitably there is some duplication and cross referencing as it is most likely that sometimes Licensing Officers will refer to a specific section rather than reading through the whole document. It also ensures that an important or very relevant issue is reinforced and that a particular condition is not missed and is complied with.

The Identification code is made up of a 'letter, number' combination, the letter indicating the section (relating to each of the five welfare needs as stipulated under the Animal Welfare Act 2006), and the number relating to the requirement's numerical order within that section:

SECTION	IDENTIFICATION CODE
Environment	A
Diet	B
Behaviour	C
Company	D
Health and welfare	E

Attached at **Annex A** is a Model Licence Conditions Inspection Sheet for Dog Boarding Establishments.

Section A

Section A – ENVIRONMENT

Providing the dog(s) with a suitable place to live/stay

Poor housing has a substantially negative impact on both the health and wellbeing of dogs. Housing systems must be suitable for the needs of the sizes of dogs in question. The kennels must be designed, built and managed to provide a safe, disease free, comfortable, clean, draught free environment, which provides for dogs' welfare needs. The kennels should be constructed and managed to be minimally stressful and offer environmental choice and control for the dog. It can be beneficial for dogs to spend time away from the kennel unit, such as in an exercise area.

During kennel construction it is necessary to use an appropriate design and correct materials to overcome problems of noise emission. This is in order to minimise discomfort to the dog and to minimise the risk of nuisance to persons in the vicinity of the site. See section C2 and Annex E: Guidance for New Builds.

The interior and exterior of the buildings should be kept in good decorative order and repair. Outer paths, gardens, exercise areas and general surroundings should be kept in a good, clean, presentable condition.

The following requirements list what must be present in a dog's environment, and details further measures that can be taken. Please note that the requirements are not presented in any order of importance but all hold equal standing with respect to the environmental needs of dogs.

A1: Kennel construction and principles of design

- The correct design and construction of kennels is vital to prevent escape, minimise disease spread and stress to the dogs, and to make maintenance and hygiene management straightforward, and achievable by kennel proprietors. It should also provide a comfortable, dry, draught free, clean and quiet place to rest.
- Contact with urine / faeces from other animals should be avoided.
- The design and layout of kennels should allow dogs to be able to control their visual access to surroundings and dogs in other kennels. It should also minimise the

number of dogs that staff disturb when removing any individual dog and should also ensure the safety of staff when passing other dogs.

- Dogs should have somewhere to go to avoid things that frighten them
- Kennels should provide a comfortable, dry, draught free, clean and quiet place to rest.
- For advice on kennel improvement, see Annex E: Guidance for new Build.
- Dog unit design usually falls into two categories:

Outdoor – dog units with indoor sleeping accommodation and individual, at least partially covered, outdoor runs directly adjoined to, and exclusive to, that dog unit.

Indoor – kennel units with indoor sleeping accommodation and indoor runs directly adjoined to, and exclusive to, that dog unit.

NOTE: On occasion the run may be separate to the sleeping accommodation. In such instances, the run is designated to, and for the exclusive use of the occupant/s of a particular sleeping accommodation

- A safe and secure reception area for handing over dogs should be available.



Covered runs

Section A

A1.1

For disease control there must be no possibility of dogs within the kennel establishment (other than those from the same household), or other animals outside the kennels, coming into direct contact with each other (for further information see Section E – Health and Welfare).

A1.2

New builds and extensions must comply with the recommendations for new builds in Annex E.

A2: Physical Construction and Integrity: General

- The kennels should be safe, secure and free from hazards, and minimise the risk of injury to a dog, or escape of a dog.

A2.1

The kennels must be structurally sound, and maintenance and repair of the whole establishment must be carried out regularly.

A2.2

The kennels must be constructed of materials that are robust, safe and durable, and be well maintained in good order and repair.

A2.3

Materials and paints/substances used in construction or maintenance must not expose dogs to any harmful chemicals.

A2.4

The kennels must be built in compliance with good building practice, on a concrete base with a damp proof membrane. Where Building Regulations apply these must be adhered to.

A2.5

There must not be any sharp edges, projections, rough edges or other hazards which present risk of injury to a dog.

A2.6

Windows must be escape-proof at all times.

A2.7

Doors must have secure latches or other closing devices.

See A3.16 re door apertures

A2.8

All wire mesh/fencing must be strong and rigid and kept in good repair to provide an escape and dig proof structure.

See A3.15 re mesh sizes

A2.9

Timber, if used in existing buildings, must be of good quality, well-kept and any damaged areas sealed or over-clad. Wood must be smooth and treated and properly maintained to render it impervious. It is recommended that wood should not be used in exposed construction of walls, floors, partitions, door frames or doors in the dog kennelling area.

A2.10

All exterior wood must be properly treated and of good quality.

A2.11

Any storage areas must be dry and free from vermin.

A2.12

Fixed electrical installations and all portable electrical appliances must be installed and maintained in accordance with current legislation.



Drainage and building materials

Drainage

- Drainage needs to be effective to ensure there is no standing water in the kennel, as this can be a reservoir for infectious agents.

Section A

A2.13

The establishment must be connected to mains drainage or an approved, localised sewage disposal system.

A2.14

Waste water must not run off into adjacent pens.

A2.15

Adequate drainage must prevent pooling of liquids. A minimum gradient of 1:80 is advised to allow water to run off.

A2.16

Any drain covers in areas where dogs have access must be designed and located to prevent toes/claws from being caught

A2.17

Drainage channels must be provided so that urine is not allowed to pass over walk areas in corridors and communal access areas. There must be no access to the drainage channels by the dogs housed in the dog units.

Secure Area

- An enclosed secure area, for example a safety corridor, is essential to ensure that if a dog manages to slip out from its individual dog unit, it is still kept safely inside the kennels.

A2.18

There must be an escape-proof area beyond the kennel unit to ensure that dogs are unable to escape from the premises.

A2.19

For kennels where there are facing units accessed by an indoor corridor, the corridor must be at least 1.2 m wide. There must be facility for a dog to be able to hide to avoid visual contact with other dogs. Compliance can be achieved in various ways such as the use of indoor kennels or partitions.

(See Section D)

A2.20

There must be a securable door from which the secure area of the kennels can be viewed from the outside and this must be kept closed when not in use.

A2.21

The door from the dog unit to the secure area must be escape proof, securable, strong enough to resist impact and scratching, and to prevent injury. It must not be propped open.

A2.22

The floor must be finished to produce a smooth, non-slip, impervious surface which is easy to clean and disinfect. Holes or gaps between tiles or paving slabs are not acceptable.



Internal cleanable flooring

A2.23

External doors/gates must be lockable and staff must have easy access to keys in case of emergency.

A2.24

Sufficient lighting must be provided in the secure area to illuminate it all year round. Where practicable this should be natural light during the day.

A2.25

The secure area must not be used as an exercise area.

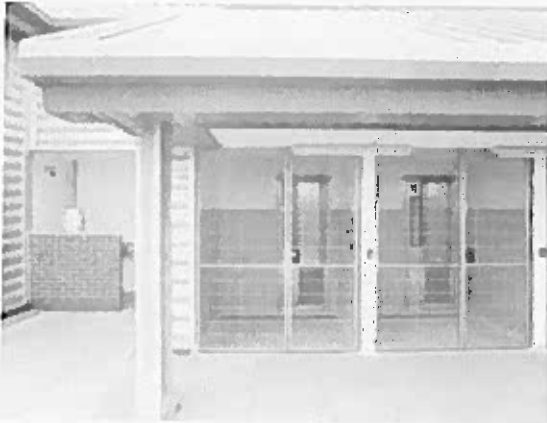
Roofing

A2.26

There must be a safe, secure, waterproof roof which should cover all of the sleeping accommodation and at least 50% of the attached individual run. For the run, roof materials used must be capable of filtering UV light and providing adequate shade.

Section A

A3: Dog Units



Kennels (new build)

A boarded dog is accommodated in a 'unit' comprising enclosed sleeping accommodation and an adjoining or designated individual run exclusive to that dog unit.

A3.1

Dogs from different households must not share dog units.

Lighting

- Lighting enables observation of the dogs and illumination for cleaning and working in the kennels.

A3.2

There must be sufficient light in the kennel unit during the day to work and observe the dogs. Where practicable this must be natural light, but artificial light must be available.

A3.3

Lights must be turned off to provide a period of darkness overnight.

Ventilation and Humidity

- Fresh air is essential for the maintenance of good health and well-being as well as limiting the spread of infectious disease. Proper ventilation removes heat, dampness, odour, airborne microbes and pollutant gases such as ammonia. High humidity

should be avoided as it prolongs the survival of infectious agents.

A3.4

Ventilation must be appropriate all year round (both cool in hot weather and avoiding cold draughts in winter). Localised draughts in the sleeping accommodation must be avoided.

Interior Surfaces

- For disease prevention dog units need to be easy to clean and disinfect.

A3.5

All interior surfaces to which dogs have access must be durable, smooth and impervious, capable of being cleaned and disinfected, and be kept in good decorative order and repair.

A3.6

Where concrete or other building blocks or bricks are used, they must be sealed to be smooth and impervious.

A3.7

Surfaces which are peeling, scratched, chipped or in disrepair must be repaired or resealed to an acceptable standard, or replaced.

A3.8

Ceilings must be capable of being easily cleaned and disinfected.

A3.9

Junctions between sections must be covered or sealed.

A3.10

Floors must be finished to produce a smooth, non-slip, solid surface and all surfaces must be capable of being easily cleaned and disinfected. (There must be no open gaps if using concrete slabs or tiling).

In new constructions, floors must be laid to a minimum fall of 1 in 80, leading to a shallow drainage channel, or effectively covered deep drainage channel – See Annex E: guidance for new build.

Accessing the Dog Units

- Each unit needs to be easily accessible and provide a means of identification for each dog.

Section A

A3.11

Each unit must be designed to allow staff to access and clean all parts of the dog unit safely. (For further information on cleaning see Section E – Health and Welfare).

A3.12

Each unit must be clearly marked (e.g. numbered) and a system in place which ensures that relevant information about the dog in that unit is readily available e.g. feeding or information on medicinal treatments.

A3.13

Each unit must have a securable, full height door for access.

A3.14

Kennel doors must be strong enough to resist impact, scratching and chewing. They must be fitted to ensure they can be effectively secured.

A3.15

Where metal bars and/or mesh and/or frames are used, they must be of suitable gauge (approximately British Standard 14 gauge) with spacing adequate to prevent dogs escaping or becoming entrapped. Where metal edging is used, this must not present a risk of injury to the dog.

A3.16

Gaps or apertures must be small enough to prevent a dog's head passing through, or entrapment of any limb or body parts. To protect against this any such gaps must prevent the passage of a 50mm sphere, or smaller if appropriate. Galvanised Weld Mesh must be a minimum of 2 mm (British Standard 14 gauge) in thickness.

A3.17

Large apertures in order to unlock a door must be avoided. See Annex E for further guidance

A3.18

Door openings must be constructed such that the passage of water/waste is not impeded, or allowed to gather due to inaccessibility.

A3.19

Doors must open inwards in order to protect the health and safety of attending staff.

A4: Sleeping Accommodation

- Dogs need sleeping accommodation which must be separate from the run and provide somewhere for the dog to hide. Most designs fall within the guidelines detailed here. The floor should be insulated to prevent extremes of temperature.

See Annex D for guidance on kennel sizes.

- A sleeping platform can improve barrenness, improve comfort and give a vantage point to small dogs

A4.1

The following principles must be achieved in order to give dogs a suitable and appropriate comfortable space, and for ease of cleaning and management. A dog must be able to sit and stand at full height, stretch and wag its tail without touching the sides. The floor area must be a minimum of twice that required for a dog to lay out flat i.e. at least twice the area taken up by the dog and also be a minimum of at least 1.9sqm/20sq feet. For two or more dogs sharing, the total area must be at least the sum of that required for each dog.



Full height separation kennels

A4.2

Kennels must have a minimum head room height of 1.8m (6 ft.) to facilitate adequate space for kennel staff to clean and handle the dogs.

Section A

A4.3

Partition walls between the sleeping accommodation of adjacent dog units must be of solid construction to a height sufficient to prevent direct nose to nose contact.

See Annex E: guidance for new build.



Kennel (sleeping accommodation)

Temperature in Sleeping Accommodation

- In kennels, dogs need an adequate ambient temperature and additional heating/cooling facilities if this cannot be guaranteed in times of excessively cold/hot weather. Breed, body condition, medical condition, coat and age can affect an individual's ability to maintain its body temperature.

A4.4

There must be a means of measuring, monitoring and recording temperature (maximum and minimum temperatures) representative of the temperature in the dog sleeping accommodation.

A4.5

Insulation and temperature regulation in the kennels must aim to keep the ambient temperature in the dog sleeping accommodation above an absolute minimum of 10°C and below a maximum of 26°C.

A4.6

There must be a documented policy in place for dealing with extremes of temperature and

weather conditions (both hot and cold). There must be documented evidence that this is being implemented i.e. any deviations from the temperature cited in A4.5.

A4.7

Dogs must be monitored to check if they are too hot or too cold. If an individual dog is showing signs of heat or cold intolerance then steps must be taken to ensure the welfare of the dog.

A4.8

The dog must be able to remove itself from a direct source of heat e.g. lamp.

A4.9

Heaters must not be sited in a manner or location where they present a risk of burning or electrocution to dogs or humans, or a risk of fire. Open flame appliances must not be used. All heating equipment must be installed and maintained in a safe condition.

A4.10

Any electrical sockets in the sleeping accommodation must be waterproof and protected against damage e.g. out of reach or the use of safety cages.

Bedding

- Bedding is important to help animals regulate their body temperature, to give traction and to keep animals comfortable. Old or infirm dogs can have difficulty rising if surfaces are slippery, and old, very young or infirm animals may have difficulty regulating their body temperature.

A4.11

There must be a clean resting place to provide comfort and warmth which is situated out of draughts. A raised bed may aid in the avoidance of draughts.

A4.12

A dog must not be left without bedding, unless instructed otherwise by the dog's owner. Soft bedding materials must be provided and adapted if necessary for old, young or infirm dogs to help regulate their body temperature. If a dog chews or destroys its bedding, it must be replaced with an alternative.

Section A

A4.13

Bedding must be made of a material that is easy to wash/disinfect, or is disposable.

A4.14

Bedding must be changed between dogs. Dog units and bedding must be cleaned and disinfected on being vacated.

A4.15

All beds and bedding areas must be kept clean and dry.

A5: Designated run (in addition to and not including sleeping accommodation)



Protected external runs (showing drainage)

- The attached run is an integral part of the individual dog unit.
- A dog should have free access, at least during working hours, between the sleeping accommodation and attached run so that it can easily and safely access all parts of its unit.
- Size of attached/designated run: This should be at least 2.42 sq m (26 sq feet) for dogs up to 60cm at the shoulder or 3.34 (36 sq feet) for larger dogs

See Annex E: guidance on new build.



Access to different areas

A5.1

Any part of the run to which the dog has access must be easily cleanable and maintained in good repair. Any replacement wood must be clad with a smooth impervious material.

A5.2

The floor must be finished to produce a smooth, impervious, slip-resistant surface and all surfaces must be capable of being easily cleaned and disinfected. There must not be any open gaps if using concrete slabs or tiling.

A5.3

Where dogs have access to mesh, the diameter of the wire must not be less than 2.0 mm (BS 14 gauge welded mesh). Mesh size must not exceed 50 mm in any direction.

A5.4

The run must not be used as the primary sleeping / bedding area.

A5.5

The attached run must be roofed to a minimum of half the area, sufficient to give the dog protection against the weather. The roofing material must be translucent material capable of filtering UV light and providing shade.

A5.6

The solid partition between individual attached runs must be sufficiently high to prevent direct nose to nose contact.

A5.7

Where a dog poses a health and welfare risk to other dogs, he or she should be kept in a dog unit with full height solid partition walls (these can be temporary).

Section A

A6: Outdoor exercise and exercise areas (separate from dog units)



Safe area outside kennels and hard surfacing

- Outdoor areas can provide opportunities for dogs to exercise, explore, investigate and interact with staff. Enrichment equipment and toys should be used as they can encourage activity and exploration of the area. Outdoor areas cannot have strict temperature regulation but need to protect dogs from extremes of weather.
- Outdoor exercise areas for common use can be beneficial in terms of exercise/change of environment but increase the risk of disease spread, in particular worms, and the potential for injury.
- There is a potential for injury if dogs from different households are allowed to exercise in the exercise area at the same time. In principle this should be avoided. However, if on occasion dogs which normally mix well socially are boarded at the same time and owners wish them to be able to exercise together in this area, then it is essential that informed consent for named dogs is sought.
- All areas should be provided with an impervious, cleanable surface at least at the entrances (concrete, laid to a suitable fall to prevent ponding and promote drainage).

A6.1

Dogs must be monitored whilst in outdoor exercise areas.

A6.2

Exercise areas must not be used by more than one dog at any one time unless they are from the same household or prior written consent has been obtained from owners, in accordance with the documented Standard Operating Procedure (SOP). The owner must stipulate what mixing is to take place i.e. whether it is mixing with dogs selected by the proprietor or with named dogs only.

A6.3

Exercise areas must be cleared of all potential hazards between dogs. Faeces must be picked up between dogs/occupancy and at least daily to prevent the roundworm *Toxocara canis* and other parasites from being established.

A6.4

Dogs must not be restricted to such an area when climatic conditions may cause them distress. They must have constant access to fresh, clean water and shade and shelter so that they can seek protection from the weather.

A6.5

Informed written consent from owners must be obtained to enable a dog to be walked outside the kennel facility.

A6.6

An outdoor exercise area must be safe. For example dogs should not be exercised on grass which has been treated with a chemical dangerous to dogs. Where artificial turf is used, it must be maintained in good repair to avoid ingestion hazards.

A6.7

Exercise areas for common use, if used, must be suitably drained. Surface ponding of water must not occur and land drainage should be provided where necessary if normal site drainage proves inadequate.

A6.8

Equipment such as tunnels, platforms and toys must be safe and maintained in a safe and clean condition.

A6.9

For Exercise: see Section C.

Section A

A7: Fire and other emergencies

Appropriate steps need to be taken to prevent fire and to protect dogs and staff in case of fire and other emergencies.

A7.1

A Fire Safety Risk Assessment and implementation of all necessary control measures must be in place.

A7.2

There must be a written emergency plan (acceptable to the local authority) which must be on display and known to staff, including a contingency plan should the premises be uninhabitable. This must include an evacuation plan for the dogs. An emergency telephone list must include fire, police and vets.

A7.3

Firefighting equipment must be provided and maintained in good working order. Records of maintenance and inspection must be kept and made available for inspection.

A7.4

Fire exits must be clearly marked and access left unrestricted.

A7.5

The premises must comply with current legislation with regards to electricity, gas and other services (if connected).

A7.6

There must be a residual current circuit breaker system installed on the electrical supply to each block of kennels.

A7.7

There must be adequate means of raising an alarm in the event of a fire or other emergency.

A model Emergency and Evacuation Plan is attached at Annex C.

Section B

Section B: DIET

Providing the dog(s) with an appropriate diet

Fresh clean water and a suitable diet are basic nutritional requirements for physical health.

B1: Drinking

- Water is essential for all dogs. It is especially important for those fed on dry food.

B1.1

Fresh water suitable for human consumption must be available at all times. Clean water must be provided daily in a clean container and changed or refreshed as often as necessary.

B1.2

Water bowls must be non-porous and easy to clean/disinfect or disposable. They must be cleaned at least once daily.

B2: Eating

- All dogs require a well-balanced diet to stay fit and healthy
- Dogs have dietary needs that can vary, dependent on a number of factors (i.e., breed, age, health status, activity, weight). Dogs should be fed a balanced diet that meets their nutritional requirements.
- Diet and frequency of feeding should be discussed and agreed with a dog's owner. Puppies, or dogs with specific needs, may need more frequent feeding.
- Steps should be taken to minimise the risk of cross-contamination such as when handling raw foods, the use of sealed containers and washing hands after handling food stuffs.

B2.1

There must be exclusive facilities (animal kitchens), hygienically constructed and maintained, for the storage and preparation of food for the dogs.

B2.2

Refrigeration facilities must be provided.

B2.3

A sink with an adequate supply of hot and cold water (suitable for human consumption) must be provided for the washing of food equipment and eating and drinking vessels. The sink must be connected to a suitable drainage system.

B2.4

A separate hand wash basin with an adequate supply of hot and cold water, soap and hygienic hand drying facilities, and connected to a suitable drainage system must be provided for staff to wash their hands.

B2.5

Clean, safe containers must be provided for the storage of foods and must be insect and rodent proof.

B2.6

Dogs must be fed a balanced diet of a quantity and frequency suitable for their age, health status, reproductive status and lifestyle. This should be at least once per day. The type of food, specific diet or prescription diet is usually by agreement with the owner.

B2.7

Food must be unspoilt, palatable, and free from contamination.

B2.8

Food must not be left for excessive periods to prevent it being spoiled and attracting flies. Unconsumed wet or fresh food must be removed from the dog unit before it deteriorates, and before the next feed time. Dry food can be fed as indicated by the manufacturer.

B2.9

One feeding bowl must be provided per dog.

B2.10

Food bowls must be non-porous and easy to clean and disinfect, or disposable.

Section B

B2.11

Food intake must be monitored daily and any problems recorded.

B2.12

Dogs must not remain inappetent (not eating) for longer than 24 hours without seeking veterinary advice. If there are specific concerns veterinary advice must be sought earlier.

B2.13

Dietary requirements, agreed with the owner, must be followed. If there are concerns about an individual dog's diet, veterinary advice must be sought.

B2.14

Dogs displaying significant weight loss/gain during their stay must be evaluated by a vet and treated as necessary.

See Annex B for body condition score sheet.

Section C

Section C: BEHAVIOUR

Ensuring dogs can exhibit normal behaviour

Good welfare depends on meeting both the psychological and physical needs of dogs. How a dog behaves can indicate how successfully an individual is coping in its environment.

C1: General points on dog behaviour

- Changes in behaviour are often the first signs of illness or injury, so staff need to be familiar with and able to recognise common behaviours associated with stress, fear, pain and anxiety, and behaviour changes, including a decrease in overall activity (see Annex F). Any change should be noted and followed up.
- Exercise is important, not just for physical fitness but to alleviate boredom and allows dogs to exhibit normal behaviours. See section A5
- Time away from the kennel can also provide opportunities for toileting, particularly for those dogs which only urinate or defecate on particular substrates, or away from their home enclosure.
- Encouraging dogs to play can be a good way of keeping them active and is to be actively encouraged. The provision of suitable toys and feeding enrichment can provide an outlet for natural behaviours including chewing, playing, investigating and exploring. Changing toys regularly can reduce boredom.
- Owners should be encouraged to provide toys for their dog. Toys provided by the owner should be the correct size and type for the individual dog and its behaviour. Toys should be kept within that dog's unit and used solely for that dog and returned to the owner at the end of the dog's stay.

C1.1

The behaviour of individual dogs must be monitored on a daily basis and changes in behaviour and/or behaviours indicative of stress, fear, pain and anxiety

must be recorded and acted upon. Those struggling to cope must be given extra consideration as per long stay dogs. See section C3.

C1.2

Any equipment used to walk dogs must protect the dog's welfare and must be correctly fitted and used. Items must be removed when the dog is returned to the kennel and kept in an easily accessible location. Items specific to a particular dog must be identified as such.

C1.3

All dogs must receive toys and / or feeding enrichment unless veterinary advice suggests otherwise. The kennel must obtain the owner's written consent and discuss the provision of toys with the owner. Toys must be checked daily to ensure they remain safe.

See Annex F regarding enrichment, including multi-dog units

C1.4

Dogs need to be exercised on a daily basis away from the kennel unit. This can be on lead or off lead in a secure exercise area. Dogs which cannot be exercised must be provided with alternative forms of mental stimulation. This can include positive interaction with people and additional forms of toy and food enrichment.



External runs protected (not full height)

Section C

C2: Noise

- Dog hearing is more sensitive than human hearing and thus noise levels uncomfortable for humans are likely to be very uncomfortable for dogs. Excessive noise contributes to adverse behavioural and physiological response. Dogs may be adversely affected by the sound of other barking dogs.
- The kennel environment should be as calm and quiet as possible with noise producing equipment located as far away from animals as possible.
- Soothing background music can be beneficial and may be provided but loud music may be stressful and should be avoided.

C2.1

Procedures, management and the kennel construction must contribute towards avoiding exposure to excessive / continuous noise.

C2.2

Dogs likely to be or showing signs of being nervous or stressed must be located in a suitable part of the kennels, bearing in mind their individual disposition.

This could include:

- Elderly dogs
- Nervous dogs
- Dogs on some medications

Where a dog is showing signs of being nervous or stressed, steps must be taken to address this.

C2.3

Dogs may be adversely affected by the sound of other barking dogs. This is particularly the case for puppies below the age of seven months, which can be susceptible to developing undesirable behaviour if stressed, frightened or anxious.

Puppies under 7 months of age, must be located in the quietest part of the kennel establishment.

C3: Long stay dogs

- Occasionally dogs stay in a boarding kennels for extended periods (e.g. over 3 weeks). These dogs require special consideration such as additional environmental enrichment, regular health checks and extra attention from staff. For guidance on environmental enrichment, see **Annex F**.

C3.1

A written Standard Operating Procedure (SOP) must be in place explaining how to ensure the health and welfare of long stay dogs.

Section D

Section D: COMPANY

Providing a dog with the company he/she needs

It is important from a welfare perspective to ensure that any need a dog has to be housed, with or apart from, other animals, is met. Dogs are sociable animals and most need and enjoy company. For many dogs, one of the greatest stressors upon arrival into a kennel environment is the separation from their familiar social group.

D1: Canine company and interactions

- It is the responsibility of the establishment to ensure that all dogs remain safe from physical injury, the stress of inappropriate interactions and disease. It is often difficult to practically and safely introduce unfamiliar dogs to one another within a boarding environment. Equally, not all dogs may benefit/ tolerate interaction with other dogs. Therefore, in a boarding environment interaction with dogs from different households should be avoided.
- It is advised that a documented procedure to deal with in-season bitches is in place.

D1.1

Only dogs from the same household may share a dog unit.

D1.2

Dogs which share a dog unit must have sufficient space and adequate resources. See A4.1 and D3

D1.3

Dogs from different units must not share exercise runs or an exercise area at the same time unless prior consent is given. See A6.2

D1.4

Where possible dogs must be able to avoid seeing other dogs if they choose to. This facility should be included in the design for any new builds.

D1.5

Where a dog may pose a risk to other dogs he/she must be kept in a dog unit with solid partitions.

D2: Human company and interactions

- Most dogs enjoy and benefit from human company. Dogs socialised to humans can find human company and positive contact such as grooming, exercise, playing and petting (as appropriate for the individual animal and as advised by the owner) rewarding. They may show signs of stress when this interaction is decreased or absent. Other dogs will prefer minimal contact.
- Kennel staff should find out from the owner how the dog normally reacts to human contact and other animals and endeavour to provide an appropriate level of contact. Each dog should be monitored. Those dogs that do not want human contact need particular attention to environmental enrichment.
- A dog should not be forced to interact with a person/people unless necessary. A hiding place should be provided for a dog to avoid people should it wish.
- The layout of kennels should minimise the number of dogs that staff disturb when removing any one individual, and should also ensure the safety of staff when passing other dogs or with a dog on a leash. For example, in existing builds, staff can minimise disturbance by choosing a route that passes the fewest dogs or placing reactive dogs where few dogs need to go past.
- Suitable dog handling equipment (e.g. muzzles, grasper, gauntlets) should be available for use if necessary. Staff need to be adequately trained for its appropriate and safe use.

Section D

D2.1

All staff must have the competence to handle dogs correctly and be able to identify dogs that are anxious or fearful about contact. Dogs must be always be handled humanely and appropriately to suit the requirements of the individual dog.

D2.2

All dog handling equipment must be suitably maintained.

D2.3

A protocol must be in place for dealing with difficult dogs, to include members of staff appropriately trained in the use of dog handling equipment.

D2.4

Dogs must receive daily beneficial human interactions appropriate to the individual dog.

D3: Multi-dog units

- Dogs from the same family which normally live together may prefer to share a dog unit. Proprietors have a responsibility to monitor units where more than one dog is housed. Even though these dogs originate from the same household, dogs sharing a home may not necessarily get on, especially when confined. Therefore proprietors must monitor dogs to ensure that they are not experiencing fear/stress/distress/aggression from another dog. Only dogs from the same household can share a unit.

D3.1

For any multi-dog unit (only appropriate for dogs from the same household) written authorisation must be obtained and dogs must be monitored. Consent from the owner must also include authority for separating dogs, should problems arise (e.g. dogs fighting or appearing 'stressed'). Agreeing to a kennel's Terms and Conditions will satisfy this.

D3.2

There must be multiples of all resources (food and water bowls and sleeping areas), equal or greater than the number of dogs in the unit, to ensure that some dogs cannot monopolise resources and prevent the others from accessing them. Dogs must be carefully monitored, especially at feeding time.

D3.3

There must be sufficient space for multiple dogs in the dog unit. **See A4.1.**

D3.4

A separate bed must be provided for each dog.

D4: Handling dogs

D4.1

All handling must be safe and minimise fear, stress, pain and distress and dogs must never be punished so that they are frightened or exhibit aversive behaviour.

D4.2

All staff must have the competence to handle dogs correctly. **See training, page 6.**

D4.3

Harsh, potentially painful or frightening equipment must not be used by kennel staff e.g. electric shock collars, spray collars, pinch/ping collars, choke/check chains. If such equipment is present when the dog arrives, these must be removed once the dog is in its kennel unit. Alternative handling equipment must be used throughout the kennel stay.

D4.4

When removing individual dogs from dog units, staff must try to minimise disturbance to dogs in neighbouring dog units, e.g. staff must choose the exit that passes the fewest dogs.

Section E

Section E: HEALTH AND WELFARE

Protecting the dog(s) from pain, suffering, injury and disease

Many points covered under the previous four sections (A – D) can be considered to relate to Section E and assist in protecting dogs from pain, suffering, injury and disease.

E1: Keeping records

- In order to keep dogs healthy the proprietor needs to have an organised system for registering all dogs at the kennels.
- It is useful to know if dogs are insured, should problems occur.
- The Control of Dogs Order 1992 requires that all dogs, whilst in a public area, must wear a collar and tag stating the name and address of the owner. It is recommended that all dogs boarded at the establishment should wear a collar and tag identifying the name and telephone number of the owner, or have the collar and tag secured immediately outside the kennel unit.
- Under The Microchipping of Dogs (England) Regulations 2015 all dogs over the age of 8 weeks in England must be fitted with a microchip, unless a veterinary surgeon has certified (on an approved form) that a dog should not be microchipped for reasons of the animal's health.

E1.1

A register must be kept of all dogs boarded and available to key members of staff and to local authority inspectors if requested. Information must include:

- Date of arrival and departure.
- Name, age, sex, description of dog/breed and microchip number.
- Number of dogs sharing from same household.

- Name, address, phone number and email of owner (including emergency contact details).

- Name, address, email and phone number of emergency local contact (who may be able to take the dog if necessary).

- Dog's veterinary surgeon and details of dog's insurance.

- Neuter status.

- Dog's diet and relevant requirements.

- Dog's relevant medical/behavioural history, including treatment for parasites and restrictions on exercise.

- Dog's body condition score / weight.

- Consent forms eg veterinary treatment, consent to share or separate dogs if needed, consent regarding toys / interaction preferences, record of baskets left at the kennels (Check vet consent forms i.e. own vet or designated vet if not in area).

- Record of date of most recent vaccination.

- Record of any international travel the dog has had.

- Any medical treatment the dog is receiving must be recorded and made visible to prevent mis-dosing.

E1.2

If records are kept electronically they must be backed up. All records are to be kept for a minimum of 24 months in a manner that allows an authorised officer easy access.

E1.3

If a dog on the Index of Exempted Breeds to be boarded the owners must produce a copy of the dog's licence and insurance certificate in order to

Section E

admit the dog. The exemption certificate must be produced and be complied with throughout the dogs' stay in kennels. Dogs must not participate in any communal activities. Inspectors have authority to demand paperwork relating to boarders. The paperwork must be produced on demand and be appropriate and correct.

E1.4

Dog units must be numbered and referenced with the records kept.

E2: Monitoring dogs

- In order to keep dogs healthy and to avoid suffering the proprietor needs to have an organised system for monitoring all dogs at the kennels.
- It is recommended that in addition to regular daytime checks an evening round be carried out to check on all dogs, heating etc. An evening visit may be appropriate but needs to be balanced against the possibility of disturbing the dogs and causing noise nuisance.
- It is recommended that dogs that are boarded for longer than 2 weeks are assessed at least every 2 weeks e.g. by body condition score and / or weight and the information recorded. This should be more frequent if there is cause for concern. **See Annex B: Body condition score sheet**

E2.1

All dogs must be observed regularly throughout the day. Dogs must be checked daily for signs of illness, injury, stress, fear, anxiety and pain, and/or abnormal behaviour for that dog and to ensure that their needs are being met. Any signs of ill health or unusual behaviour must be recorded and advice sought without delay.

E2.2

The kennel proprietor or responsible person must visit the dogs at regular intervals (of no more than 4 hours apart during the working day e.g. starting at 8.00 am, until 6.00pm), or as necessary for the individual health, safety and welfare of each dog.

E2.3

Presence or absence of faeces and urine must be monitored daily. Any abnormalities in excreta must be recorded or acted upon as appropriate.

E3: Disease control

- Dogs are vulnerable to a range of serious infectious diseases, therefore disease control and rapid response to any signs of illness is critical. Infectious agents are spread in various ways such as direct contact, contact with infected surfaces/objects and aerosol spread.
- The potential for infectious disease problems escalates where many dogs are kept together and a dog's immune system can also be affected by stress.
- Disease spread can be minimised by:
 - Using materials and design which are easy to clean and keeping them well maintained (Section A).
 - Preventing contact between unfamiliar dogs.
 - Ensuring excellent hygiene protocols within the kennels.
 - Proper construction and hygiene management of the outdoor exercise areas (if used).
 - Ensuring management protocols to minimise stress.
 - Minimising and supervising movement of non-kennel staff through the kennels.
 - Preventive treatments such as worming and vaccination.
- Injury can be minimised by:
 - Ensuring correct construction.
 - Managing dog handling.
 - Observing interactions between dogs from the same household sharing a unit.
 - Ensuring dogs from different households do not share an outdoor exercise area at the same time.
 - Managing risks during dog walking if it occurs.

Section E

E3.1

Documented Standard Operating Procedures (SOPs) must be in place and followed to prevent spread of disease, and staff trained in these procedures.

E3.2

Dogs must not share a dog unit with another dog unless it is from the same household.

E3.3

Dogs must not be allowed to roam in the secure area (safety corridor).

E3.4

All dog units, corridors, common areas, kitchens etc. must be kept clean and free from accumulations of dirt and dust and must be kept in such a manner as to be conducive to maintenance of disease control and dog comfort.



Kennel runs (corridor and screens)

E3.5

Generally, dogs must remain in their assigned unit and must not be moved to other units (rotation) or to a holding unit, except for moving to an isolation facility or in the interest of the dog's welfare.

E3.6

Facilities must be provided for the proper reception, containment and disposal of all waste in compliance with relevant waste legislation. Particular care should be taken to segregate waste arising from the treatment and handling of dogs with infectious diseases.

E3.7

Isolation facilities must be available. **See E6**

E3.8

When there is any cause for concern regarding the health status of a particular dog, the dog must be isolated and the disease control SOP activated.

E3.9

Any other activity undertaken by the proprietor, such as work with rescue dogs, stray dogs, or the breeding of dogs must be kept completely separate, and extra precautions taken to prevent the spread of disease, including separate facilities away from boarded dogs.

E4: Cleaning regimes



Cleaning equipment for kennels

- Cleaning regimes need to be implemented and checked. Proper cleaning and disinfection helps to reduce the spread of infectious disease to both animals and people. Cleaning regimes may include daily, weekly and monthly activities as appropriate.

Cleaning and Disinfectant Products:

E4.1

Products must be suitable to use and effective against the pathogens, (especially canine parvovirus) for which the dogs are at risk and under the conditions present in the environment in which they are used.

E4.2

Cleaning agents and disinfectants must be non-toxic to dogs if and when used appropriately.

E4.3

The compatibility of different bactericides, fungicides and virucides (if used together and/or with a detergent) must also be taken into account.

Section E

E4.4

Manufacturers' recommended guidelines for use, correct dilutions and contact time for use in cleaning and disinfection procedures must be followed. Standing water must not be allowed to accumulate in areas around the dog units due to the possibility of pathogens residing in these moist environments.

Cleaning and disinfecting routines for units when dogs are resident:

- Dogs need clean, comfortable dry bedding. Bedding should not be a source of infection.
- Dogs can ingest infective agents from dirty dishes. Clean and disinfected dishes reduce the risk of disease. It cannot be guaranteed that the same dog will get the same dish each time, hence the importance of disinfection (or disposal after single use).
- On a daily basis (and more often if necessary) the unit needs to be spot cleaned, any obvious food or waste removed, and all excreta and soiled material removed from all areas used by dogs.

E4.5

There must be cleaning and disinfection routines in place for day-to-day management of the dogs and for ensuring a dog unit and all equipment is cleaned and disinfected effectively before a new dog comes in.

E4.6

Beds and bedding material must be checked daily and be maintained in a clean, dry and parasite-free condition.

E4.7

Drinking and feeding vessels must be changed/cleaned and disinfected at least once a day, or disposed of.

E4.8

Food and water dishes need to be cleaned and disinfected. This must not be at the same time, and preferably not in the same place, as other soiled items e.g. toys.

E4.9

Grooming equipment must be kept clean and in a good state of repair and serviced according to manufacturer's guidelines. If provided by the owner, it must only be used on that dog and must be sent home with the dog.

E4.10

Any equipment that has been used on an infectious or suspected infectious animal must be cleaned and disinfected after use.

E4.11

Toys must be cleaned and disinfected between use for different dogs, disposed of, or returned to the dog's owner (if they came in with the dog).

E4.12

Each kennel must be thoroughly cleaned, disinfected and dried between dogs. All fittings and bedding must also be thoroughly cleaned and disinfected at that time.

E4.13

Kennels of long stay dogs will require periodical thorough cleaning, disinfection and drying.

Handling Dogs

- Hand washing facilities should be readily available in appropriate locations and easily accessible.
- Frequent hand washing should take place.

E4.14

A suitable range of muzzles of varying sizes and a suitable dog catching device must be kept on site. Staff must be trained and competent in the safe and effective use of such items. **See D2**

E.5: Vaccination, Fleas, Worms and other Parasites

- Vaccination is a vital part of disease control and kennels should understand the potential consequences of dogs that have not been adequately vaccinated in terms of the risk to those particular dogs, other dogs and their own insurance.
- If owners have treated their dogs for worms and fleas before entry to the kennel, the proprietor must note when this occurred and what products were used.
- Vaccination against kennel cough (infectious tracheobronchitis) should be recommended.

Section E

E5.1

There must be a documented policy for dogs coming to the kennels having protection against appropriate diseases (Occasionally there will be veterinary advice on a specific dog regarding vaccination and its health status and this should be taken into account).

E5.2

An up-to-date veterinary vaccination record must be seen to ensure that dogs boarded have current vaccinations against canine parvovirus, canine distemper, infectious canine hepatitis (adenovirus) and leptospirosis. The date of the most recent vaccination must be recorded preferably with a valid until date.

Certification from a veterinary surgeon of a recent protective titre test may be accepted in individual cases as evidence of protection against adenovirus, distemper and parvovirus. The certificate must state that it is valid for the period of stay at the kennels. It is the decision of the kennel proprietor whether to accept such a certificate.

E5.3

Primary vaccination courses must be completed at least 2 weeks before boarding.

E5.4

Homoeopathic vaccination is not acceptable as it will not protect against infectious diseases.

E5.5

If there is evidence of external parasites (fleas, ticks, lice) the dog must be treated with an appropriate and licensed insecticide. Treatment must be discussed with a veterinary surgeon before administering. Consent from the owner will be required.

E6: Isolation Arrangements

- All establishments need to have a means of providing appropriate isolation that will allow for the care of sick dogs which develop signs of infectious diseases, to minimise the risk to other dogs. How this is physically provided (ranging from being able to shut off an end unit of the kennels and using a separate door, to having a separate building) may vary. In many kennels the dog is taken straight to the vet.

E6.1

All establishments must provide appropriate isolation to allow for the care of sick dogs that develop signs of infectious diseases.

E6.2

If the isolation facilities are provided by the attending veterinary practice, a letter must be provided by the practice stating that they are prepared to provide such facilities. If not, the stated isolation protocols must be followed.

E6.3

The isolation area must provide separate, self-contained facilities for the isolation of suspected infected dogs and must have a separate entrance to the rest of the dog units.

E6.4

Protective clothing and footwear must be worn when handling dogs in the isolation facility, and sanitation protocols adhered to, to avoid the transmission of disease. Whilst in use, the clothing should be kept in the isolation unit and not be removed other than for cleaning and disinfection.

E6.5

Protective garments must be changed and laundered with an appropriate disinfectant or disposed of immediately after handling a dog with a suspected infectious disease.

E6.6

Hands must be washed and disinfected between handling dogs.

E6.7

Separate feeding and water bowls, bedding and cleaning utensils must be stored in the isolation unit ready for immediate use. The use of different coloured cleaning utensils to the rest of the kennels may help with this.

E6.8

Any dogs in the isolation facility must be checked regularly and unless a separate person is caring for them, they should be visited after the other dogs.

E6.9

A documented Standard Operating Procedure (SOP) is required for barrier nursing.

Section E

E6.10

Should a dog need to be removed from its unit it must wear a collar and tag.

E6.11

In emergency cases, such as admission of unvaccinated dogs because of owner hospitalisation, there must be provision to be able to place these animals in isolation.

E7: Veterinary Treatment and Healthcare

- Access to veterinary care is vital for any dog, and is a legal requirement.

E7.1

If medication is necessary, it must **only** be used for the dog for which it is intended and written instructions for use must be followed.

E7.2

A veterinary practice must be appointed for the establishment. The name, address and telephone contact number, including out of hours provision, of the veterinary surgeon used by the establishment must be displayed in a prominent place, close to the telephone and accessible to all members of staff.

E7.3

Where dogs require wiping of eyes, grooming or other cleaning regimes, these must be carried out frequently enough to keep the dog clean and comfortable providing it is safe to do so.

E7.4

When a dog is suspected of being ill or injured (staff should be trained to recognise when a dog requires veterinary care), a veterinary surgeon (and where possible, this should be the dog's own vet) must be contacted for advice immediately. Any instructions for treatment given by a veterinary surgeon must be recorded and strictly followed with further advice sought if there is ongoing concern.

E7.5

Medicines must be stored safely and securely in a locked cupboard, at the correct temperature and used in accordance with the veterinary surgeon's instructions. Any unused medications must be returned to the owner or prescribing vet.

E7.6

Procedures must be in place in case of death or escape

and all staff must be made fully aware of these procedures. Arrangements for the storage of cadavers must be in place until the owner can be contacted e.g. prior written agreement with the attending vet. Contact with the owner must be made as soon as possible.

E8: Holding Kennels

- Routine use of holding units is not recommended as they are an additional source of cross infection to dogs.

E8.1

Holding kennels may be provided for temporarily kennelling a dog for not more than 12 hours. Holding kennels, if provided, must comply with conditions as required for main kennels. Holding kennels must be a minimum area to allow the dog to exhibit normal traits i.e. dog must be able to sit and stand at full height, stretch, lie flat and wag its tail without touching the sides.

E8.2

Dogs must be provided with a bed, food and water.

E9: Transportation of Animals

- Transportation can increase risk for dogs, both of disease (from unclean vehicles or carriers) or of escape. A vehicle should be viewed as an extension of the premises and therefore the same principles of hygiene, care and disease control apply. If the journey is long, appropriate resources must be provided.

E9.1

Any relevant transport legislation must be complied with to protect welfare, prevent injury or unnecessary suffering.

E9.2

Dogs must be comfortable and suitably restrained whilst in transit.

E9.3

All vehicles and equipment must be kept clean and disinfected after each collection or delivery.

E9.4

Dogs must not be left unattended in vehicles.

E9.5

External temperature can pose a risk to a dog's welfare; therefore vehicles must have adequate ventilation and temperature control.

List of Annexes

Annex A	30
Licence Conditions Inspection Sheet for Dog Boarding Establishments	
Annex B	32
Body condition score sheet	
Annex C	33
Emergency Evacuation Plan	
Annex D	34
Useful information: Kennel unit/run sizes	
Annex E	38
Guidance for New Build including doors/apertures	
Annex F	40
Behaviour/environmental enrichment	
Annex G	43
Disease, vaccination and disinfection	

Annex A

Annex A: Licence Conditions Inspection Sheet for Dog Boarding Establishments

LICENCE CONDITIONS INSPECTION SHEET FOR DOG BOARDING ESTABLISHMENTS							Tick boxes y/n	
Name of Kennel	Date of inspection			• Home Boarding	• Breeding	• Rescue	• Cattery	
Address of Establishment	Person seen			Signature	Full inspection	Part inspection	Result	
	Inspector's name(s)							Comments
	1							
2								
3			Boarding Vet details displayed		Accident Book (M&S)	Emergency Contact displayed		
Insurance	Register and Back up	Pest Control policy/contract						
Has copy of Licence Conditions and Legislation								
Outdoor units	Indoor units	Semi Indoor/Outdoor units					Number of Units	
Metal	Brick	Timber	UPVC	Other				
				Number of Staff				

Index

Identifier code	Section	
A	Environment	Kennel Unit design Drainage Exercise Area and Run; walls, floors, ceilings, doors, occupant noise, security, bedding, cleanliness, interior surfaces; Lighting; Pooling; Safety Corridors; Fires; Temperature; Ventilation and Humidity; Fire/Emergency/Evacuation Plan
B	Diet	Drinking; Eating; Refrigeration; Storage of foods; Washing equipment; Kitchen facilities
C	Behaviour	Monitoring of Behaviour; Health and Welfare Plan; Environmental Enrichment; Toys; Noise; Long Stay Dogs
D	Company	Social Interactions; Multi-Dog Units; Handling Dogs
E	Health and Welfare	Keeping Records; Boarding Register; Monitoring of Dogs (general); Disease Control; Vaccinations; Isolation Facilities; Holding Kennels; Standard Operating Procedures; Cleaning Regimes; Transportation of Dogs

Notes	1	Comments
	2	
	3	

Area	Identification Code	Description	Y	N	Actions or Comments	Done Y
Records	E1.1 – E1.4	Register and Back up				
Records	E2.1 – E2.3	Monitoring of Dogs				
Records	E3.1	Long Stay Dogs SOPs				
Records	A6.2, A6.3, E2.6, B2.11 – E3.1	SOPs incl. feeding, Exercise Regime / Consents				
Records	Additional SOP's	Standard Operating Procedures (SOP's)				
Records	D1.3, D1.1	Multi-Dog Consent				
Records	E5.1	Vaccination Policy				
Records	E5.2	Vaccinations and Health records				
Records	E6.2, E6.10, E6.11	Barrier nursing SOPs and Isolation Cases				
Records	E7	Veterinary details/dispatch health screening				
Records	A7.2	Written Emergency Plan and Risk Assessment				
Records	A7.3	Fire equipment and other emergencies records				
Records	A4.4, A4.6	Temperature records and Policy				
Records	C.1, C1.1, C1.3	Behaviour and Environmental Enrichment				
Records	D1, D2.3	Monitoring of Dogs for Human Contact/Interactions				
Records	E.9	Transport (Stoneyholm)				
Records	STR	Staff Training records				
Kitchen/Eating	B2.1	Exclusive facilities				
Kitchen - Units	B2.1, F1.4 – F1.6	Cleanliness				
Kitchen/Eating	B2.2	Refrigeration				
Kitchen/Eating	B2.3 – B2.4	Washing equipment				
Kitchen/Eating	A2.11, B2.5	Storage of foods and quantity kept				
Kitchen/Eating	B2.8 – B2.10	Feeding regime and food bowls				

Annex A

Area	Identification Code	Description	v	ii	Actions or Comments	Done
Kennel Unit	A1, A2.1	Sound and safe construction				<input checked="" type="checkbox"/>
Kennel Unit	A2.2 – A2.12	Suitable Construction Materials				
Kennel Unit	A4.1 – A4.3	Seeping accommodation sites				
Kennel Unit	A2.6, A2.7, A2.8, A2.13, A2.14, A2.18	Secure windows, doors and fencing				
Roofing	A2.26	Safe and Waterproof roofing				
Unit/Drainage	A2.11 – A2.17	Drainage/Crain covers				
Kennel Unit	A2.18, A2.25	Escape-proof area				
Door and corridor	A2.19, A2.20, A2.21, A2.23, E3.3	Secure Corridor and width/secure doors				
Kennel Unit	A2.22, A3.10	Flooring				
Kennel Unit	A2.24, A2.3	Lighting				
Kennel Unit	A2.5, A2.9, A2.10, A2.3	Walls and Partitions				
Ventilation	A3.4	Ventilation/Draughts				
Kennel Unit	E3.4, E4.1 – E4.12	Cleanliness				
Interior	A2.1, A2.5, A1.6 – A1.10	Good repair, clean and sealed joints				
Temperature	A4.5, A4.7, A4.8	Max Min Thermometer/Temperature				
Unit/Temperature	A4.9, A4.10, A7.3 – A7.7	Safe Appliances/Firefighting: Waterproof Sockets				
Kennel Unit	A2.5	Sharp edges/Other hazards				
Kennel Unit	A3.11, A3.12, A3.13 – A3.17, A3.19	Accessing the Dog Units				
Bedding	A4.11 – A4.15, E4.6	Seeping Accommodation				
Exercise Run	A5.1 – A5.7	Designated Run: sizes, Roofing, Flooring				
Outdoor Exercise Areas	A6.2 – A6.4, A6.6 – A6.8	Outdoor Exercise Areas – Clean and Secure				
Dog Behaviour	C1.2, C1.4, C1.3 – C1.7	Behaviour and Noise				

Area	Identification Code	Description	v	ii	Actions or Comments	Done
Dog Behaviour	C1.1, E4.10, E4.11	Toys/Environmental Enrichment				<input checked="" type="checkbox"/>
Long Stay + Handling	D4.1 – D4.4 + E4.14	Handling of Dogs				
Compass/Multi Units	D1.1 – D1.5, D3.2 – D3.4, E5.2	Shared Runs, Exercise Areas and Interactions				

Area	Identification Code	Description	v	ii	Actions or Comments	Done
New Build Units	NB11 (A2.4.1)					<input checked="" type="checkbox"/>
Disease Control	E4.13, E7.1, E7.6	Handling Dogs and Healthcare				
Vaccinations	E5.1 – E5.5	Vaccination, Fleas, Worms and Other Parasites				
Escape/death	E7.6	Procedures in cases of death/escape of dog				
Isolation	E6.4 – E6.10, E6.12	Hygiene protocols and protective garments				
Isolation	E5.4, E7.6, E7.5	Verbal/hygiene instruction				
Isolation	E3.8, E3.9, E6.1 – E6.3	Location of Isolation				
Isolation	E1.6, E4.1 – E4.11	Cleanliness and procedures for use				
Isolation + Handling	E6.13, E8.1, E8.2	Isolation and Holding Kennels				
Transport	E9.1 – E9.5	Use of vehicles for transportation				

ADDITIONAL NOTES

Annex B

Annex B: Body Condition Score Sheets

During periods of longer term kenneling it is essential that dogs are carefully monitored to ensure they are maintaining condition. Kenneling dogs can be stressful and significantly impact dogs' nutritional status.

The World Small Animal Veterinary Association (WSAVA) Global Nutrition Committee have produced guidelines and toolkits¹ to give advice on appropriate nutrition and monitoring of animals.

<http://www.wsava.org/guidelines/global-nutrition-guidelines>

Body Condition Scoring evaluates body fat of individual dogs and is a validated scoring system using a 9-point scale.



WSAVA
Global Nutrition
Committee

Body Condition Score



UNDER IDEAL

- 1 ribs, lumbar vertebrae, pelvic bones and all bony prominences evident from a distance. Fat discernible, body flat. Obvious loss of muscle mass.
- 2 ribs, lumbar vertebrae and pelvic bones easily visible. No palpable fat. Some evidence of pale body prominences. Minimal loss of muscle mass.
- 3 ribs easily palpable and may be visible with no palpable fat. Tips of lumbar vertebrae visible. Flank curves becoming unsmooth. Obvious ribs and abdominal tuck.

IDEAL

- 5 ribs easily palpable with minimal fat covering. Waist easily noted, viewed from above. Abdominal tuck evident.
- 6 ribs palpable without excess fat covering. Waist observed behind ribs when viewed from above. Abdomen tucked up when viewed from side.

OVER IDEAL

- 7 ribs palpable with slight excess fat covering. Waist is distinguishable. Ribcage above tail is not prominent. Abdominal tuck apparent.
- 8 ribs palpable with difficulty. Heavy fat cover. Ribcage fat deposits over lumbar area and base of tail. Waist absent or barely visible. Abdominal tuck may be present.
- 9 ribs not palpable under very heavy fat cover, or palpable only with significant pressure. Heavy fat deposits over lumbar area and base of tail. Waist absent. No abdominal tuck. Obvious abdominal distension may be present.



Body condition score chart is part of the Global Nutrition Committee Toolkit and is provided courtesy of the World Small Animal Veterinary Association

¹ These Guidelines were first published in JSAP, July 2011;52(7):385-96, published by John Wiley and Sons Ltd and are published with permission

Annex C

Annex C: Emergency Evacuation Plan

Introduction

The sample emergency evacuation plan detailed in this annex focuses on what to do in the event of a fire. It is important to bear in mind that other emergencies can occur. Therefore, consideration should be given to developing plans for the following situations:

- General evacuation plan
- Flooding
- Lack of heat
- Lack of water

Fire Emergency Evacuation Plan

Prior to formulating an Emergency Evacuation Plan (EEP) carry out a Fire Risk Assessment (FRA) to identify any potential fire risk hazards within your establishment.

Emergency situations and the requirement to evacuate from the establishment can arise from a number of situations like; Fire, Flooding, Damage to building, Power failure and disease.

Being prepared and planning a simple but well understood procedure to be carried out in the event of an emergency is essential to offer maximum protection for you, your staff and the animals in your care. This need not be a lengthy document but should be readily available for viewing by all staff with a plan of the site giving exit points, location of telephone, emergency equipment (fire extinguishers and storage of leads/ baskets/cages) RVP (rendezvous point) and designated holding area for animals. The emergency contact details of a supervisor or the proprietor and the establishment's Veterinary Surgeon should also be displayed.

Fire Risk Assessment

1. Identify potential fire risk hazards in the workplace
2. Decide who might be in danger (staff, visitor, animal) in each area

3. Evaluate the risks arising from hazards and what can be done

4. Record your findings

5. Keep assessment under review

In the event of a fire breaking out within your establishment, remember that your safety and those of your staff is of prime importance and no risks should be taken which may compromise any person's safety. No task in tackling the fire or evacuating animals should be undertaken unless it is safe to do so.

Upon Discovery of Fire

- Leave fire area immediately
- Close all doors behind you
- Alert occupants of building by sounding alarm (if present) or yell "Fire"
- Telephone Fire and Rescue Services dialling 999 from a safe location
- Evacuate animals when it is safe to do so to the designated holding area
- Use exit to leave building

Upon Hearing of a Fire Alarm Warning

- If safe, staff can assist with evacuating animals / occupants
- Leave building via nearest safe exit
- Close doors behind you
- Remain Calm
- Proceed to the designated RVP area

Annex C

Fire and Evacuation Action Plan

Planning Your Escape

- You only have a short time to get out so prepare a plan of escape in advance rather than waiting until there is a fire or evacuation of the establishment.
 - Think of another way out in case the normal route is blocked.
 - Know where door and window keys are kept.
 - Know where spare leads / baskets/ cages are stored.
 - Know where the RVP / Holding areas are.
-

If You Discover a Fire

- Leave fire area immediately.
 - Close all doors behind you.
 - Sound the alarm and call 999 from any phone.
 - Stay calm, speak clearly and listen to the operator.
 - Where safe to do so, assist others to evacuate and remove animals to the safe holding area.
 - If there is a fire elsewhere in the establishment, stay where you are and await instructions or if you have to move remember to check doors with the back of your hand before opening. If it feels warm, do not open it and go another way.
 - If there is a lot of smoke, crawl along floor where the air will be cleaner.
 - If in doubt – Get out, Stay out and get the Fire & Rescue Services Out.
-

Contacts in an Emergency

(enter details here)

- Proprietors name and Telephone Number(s)
 - Supervisors Name and Telephone Number(s)
 - Establishments Veterinary Surgeons Name(s) and Telephone Number(s)
 - Telephone at (enter location)
 - Emergency equipment at (enter location)
 - RVP at (enter location)
 - Animal Holding area at (enter location)
 - Fire Extinguishers located at (enter location)
 - Keys kept at (enter location)
-

RVP = Rendezvous Point

Annex C

The onus is on the boarding establishment to ensure adequate fire prevention precautions are in place.

It is recommended that plans and details for large boarding establishments are lodged with the police and fire authorities. Fire prevention advice may be sought from the Fire Prevention Officer based at your local fire and rescue service. This officer can give advice on fire drills, fire escapes, equipment and should be consulted when new builds are constructed or existing buildings modified.

Smoke detectors are recommended and you must make sure that fire detection and fighting equipment are easily accessible and regularly tested. Exit routes should be kept clear. Staff should be familiar with the fire evacuation procedure by the use of fire drills and how to use the fire extinguishers. All fire safety requirements are set out in the Regulatory Reform (Fire Safety) Order 2005.

Annex D

Annex D: Useful Information: Kennel Unit / Run Sizes

The following information describes the different space allowance requirements for dogs kept for the purposes of boarding, seizure, scientific purposes and quarantine. This is for information only; the reader is referred to the figures for new builds in **Annex E**.

Chartered Institute of Environmental Health (1995) Model Licence Conditions and Guidance for Dog Boarding Establishments: Animal Boarding Establishments Act 1963¹

- 4.2.1 For new kennels each kennel must be provided with a sleeping area of at least 1.9 m².
- 4.2.3 For new kennels each kennel must be provided with an exercise area of at least 2.46 m² for dogs up to 24 inches high at the shoulder or 36 sq ft for larger dogs.

The welfare of seized dogs - an RSPCA good practice guide²

- 1.3c For all new builds, the minimum kennel size must be at least 4m² for dogs under 20kg, and 8m² for dogs over 20kg. This should be increased in relation to the size and number of dogs, so that both the length and width are sufficient for each and all the dogs to lie outstretched at all angles, with neither their tail nor snout touching the walls or another individual.

Home Office. Code of Practice for the Housing and Care of Animals Bred, Supplied or Used for Scientific Purposes³

- Post weaned stock – Until December 2016

Weight of animal (kg)	Minimum pen size (m2)	Minimum floor space per group housed animal (m2)	Minimum height (m)
2-5	4.5	0.5	2.0
5-10	4.5	1.0	2.0
10-15	4.5	1.5	2.0
15-20	4.5	2.0	2.0
>20	4.5	2.25	2.0

1 http://www.cieh.org/uploadedFiles/Care/Policy/Publications_and_information_services/Policy_publications/Publications/Dog_Boarding_Guide.pdf

2 <http://polticalanimal.org.uk/wp-content/uploads/2015/04/RSPCA-Guide-The-welfare-of-seized-dogs-in-kennels.compressed.pdf>

3 <https://www.gov.uk/government/publications/code-of-practice-for-the-housing-and-care-of-animals-bred-supplied-or-used-for-scientific-purposes>

Annex D

- Post weaned stock, brood stock and stud dogs - From January 2017

Weight of animal (kg)	Minimum pen size (m ²)	Minimum floor space per group housed animal (m ²)	Minimum height (m)
<5	4.5	0.5	2.0
5-10	4.5	1.0	2.0
10-15	4.5	1.5	2.0
15-20	4.5	2.0	2.0
>20	4.5	2.25	2.0

- Voluntary Code of Practice on the welfare of dogs and cats in quarantine premises - recommended minimum internal measurements for individual dog units⁴

Size of dog	Weight Range	Sleeping area- Minimum internal measurements	Adjoining exercise area- minimum internal measurements
Small	Less than 12kg (26lbs)	Not less than 1.1m ² , width and length not less than 0.9m (3 feet)	Not less than 5.5 m ² (60 sq feet), width not less than 1.2 m (4 feet)
Medium	12kg (26lbs) to 30kg (66lbs)	Not less than 1.4 m ² (16 sq feet), width and length not less than 1.2m (4 feet)	Not less than 5.5 m ² (60 sq feet), width not less than 1.2 m (4 feet)
Large	More than 30kg (66lbs)	Not less than 1.4 m ² (16 sq feet), width and length not less than 1.2 m (4 feet)	Not less than 7.4 m ² (80 sq feet), width not less than 1.2 m (4 feet)

⁴ <https://www.gov.uk/guidance/pet-travel-quarantine#welfare-of-pets-in-quarantine>

Annex E

Annex E: Guidance for New Builds

When planning a new build boarding establishment initial planning needs to consider the number, period of time and types of dogs to be accommodated.

Advice must be sought from the Local Authority, Fire Protection Officer and where possible a recognised animal behaviourist. Building regulations must be followed at all times.

As knowledge and material change, recommendations for better construction and care can change. For anyone undertaking a new build boarding establishment, the following advice and recommendations must be followed. When replacing (or adding to) parts of an existing facility, new build advice must be followed.

Throughout the planning of new establishments all aspects should ensure excellent animal welfare, good staff working conditions and a good customer experience.

Size of kennel unit

- Dog units must have a minimum height of 1.8m and there should be full height solid partitions between kennel units to prevent nose to nose contact.
- The minimum size of dog units below are recommended sizes and it is expected that many new boarding establishments will be significantly larger than this. The recommended sizes are derived from the space allowance requirements for dogs kept for the purposes of boarding, seizure, scientific purposes, rescue and quarantine and ensure that as a minimum they are consistent with the January 2017 Home Office Code of Practice for the Housing and Care of Animals Bred, Supplied or Used for Scientific Purposes.
- For dogs below 20kg, the minimum recommended sleeping area must be at least 2.0m² and exercise area, 2.5m².
- For dog greater than 20kg, the minimum recommended sleeping area must be at least 2.0m² and exercise area, 6.0m².

Structure

- All areas of new animal units must be built on a concrete base with insulation and a damp proof membrane. Floors should ensure no pooling of liquids can occur so that cleaning and drying are easily facilitated. A minimum gradient of 1:80 is recommended.
- Particular importance should be taken with the safety of the structure to ensure the used are able to withstand scrubbing, disinfecting, hosing pressure washing and steam cleaning. It must also be non-porous and chew/scratch resistant.
- Wood should be avoided in new build structures. Where concrete/bricks are used these should be smooth, sealed and impervious. Moulded plastic, reinforced plastic coated glass, pre-formed plastic surfaced board are also suitable materials.
- There must be no apertures that can trap dog body parts. This is essential around door handles, locks and windows. Any apertures greater than 50mm should be protected from the interior of the kennel either by metal plates or wire mesh to ensure that dogs are safe within the boarding environment.

Kennel Design

- The design and layout of kennels must allow dogs to control their visual access to their surroundings and dogs in other kennels. This means having the ability to both avoid and enable visual contact with other dogs and their surroundings.
- Planning should ensure ability to remove dogs from kennels with minimal disturbance to other dogs and the safety of staff.
- New kennels must be positioned so that individual units are not exposed to excessive light, sun or darkness during the day.
- Dogs are particularly sensitive to noise. The use of sound minimising material and sound proofing should

Annex E

be considered. Noise control should also consider the maximum number of dogs per block and facility to have different areas for varying age groups.

- From the planning stage the flow of liquids through the buildings as a whole must be considered, including the location of drains and level of fall. Drainage channels should be positioned close to doors so that urine does not pass over walk ways.
- The ventilation system should be designed to minimise draughts and noise disturbances. New build structure should include automatic systems to ensure heating/cooling and ventilation is appropriate.

Outdoor exercise area

Of the dog unit

- The outdoor area must contain sufficient shelter to give the dog protection against the weather whilst still providing security and allowing sufficient ventilation and daylight.
- Some of the roofing material should be translucent and filter UV radiation and provide adequate shade.
- There should be a secure safety area to which all exercise areas open to ensure any escaped dogs are contained and as a safe place for staff to retreat to.

Communal exercise area

- Communal exercise areas must be suitably drained to ensure pooling of water does not occur. Land drainage needs to be provided where necessary if normal site drainage is not sufficient.
- Entrances must be reinforced, concreted or paved to ensure a hazard free, cleanable entry and exit route.

Isolation

- The ability to separate dogs is important. This can be to isolate during a disease outbreak, for behavioural reasons or due to varying age groups requiring alternate environments.
- Each establishment should have isolation facilities that are physically isolated from other dogs.

Annex F

ANNEX F: Behaviour / Environmental Enrichment

1. Monitoring of behavioural signs

Individual dogs respond in different ways when they are feeling anxious, frightened, stressed or in pain. It isn't therefore possible to provide a definitive list of signs but some of the signs which might be seen include²:

- emergence of fearful behaviour e.g. cowering, hiding, aggression
- yawning
- lip-licking
- snout licking
- avoidance of eye contact
- over-grooming or self-mutilation
- performance of repetitive behaviour e.g. pacing, spinning, circling, bouncing
- shivering
- trembling
- paw-lifting
- weight loss
- loose faeces
- consumption of faeces (coprophagy)
- prolonged periods of vocalisation e.g. barking, howling, whining
- kennel chewing

Spending time and becoming familiar with each and every dog is highly recommended as that will make it easier for people to recognise when a dog is finding it difficult to cope in kennels.

2. Environmental enrichment

Environmental enrichment applies to various ways of providing dogs with control and choice over their physical and social environment and increasing species-typical behaviour to improve their well being. However, it is often limited to the provision of toys and feeding devices. Although these are important, there are other methods which can be used. This section provides information about a variety of methods of enrichment which can be used in a kennelled environment.

Providing contact with people

Dogs are sociable animals and most need, enjoy and value company. Many will miss the companionship of their owner(s) whilst being boarded and being away from their family group can be one of the most stressful aspects when kennelled. It is therefore important that, where appropriate for the individual dog, individual circumstances, and it is safe to do so, company with people is provided.

Time with people can be increased through activities such as grooming, exercise, playing and petting. Some owners may also be agreeable to short periods of reward-based training. Dogs which are fearful or anxious may not want to be groomed or played with but can still benefit from having someone close by so spending a period of time sitting outside the kennel talking or feeding treats may help.

Providing contact with other dogs

Dogs have a natural desire for contact with one another and many value and enjoy each other's company. However, providing contact with other dogs in a boarding environment is normally restricted due to health and safety concerns for individual dogs. Where dogs are from the same family keeping them apart from one another may cause distress and so where there are adequate resources e.g. size of kennel, sleeping area, food and water bowls, consent from the owner and the dogs are able to be monitored, it is recommended that they are housed together.

2. Rooney, NJ, Gaines, SA and Hiby, EF. 2009. A practitioner's guide to working dog welfare. *Journal of Veterinary Behavior: Clinical Applications and Research*, 4: 127-134.

Annex F

Providing toys

Toys can help increase play and reduce boredom but interest can often quickly reduce. To maintain novelty and interest, different toys should be offered on a regular basis and, if possible, should involve staff; dogs find toys especially exciting when they are part of, or the focus of, a game. They should also be presented appropriately, be safe, a suitable size and provided as part of a consistent routine, wherever possible.

Most dogs find chewing toys and bones rewarding and relaxing and many seem to prefer chewable toys. Providing a chewable toy is recommended. If little interest is shown, in one particular item, there is a wide range of manufactured chew toys and bones on the market, so trying others may help.

Whenever new devices or toys are provided, it is important to ensure that they don't cause stress to the animal and they should be monitored closely when first introduced.

It is often feared that providing toys or chews to dogs leads to possessive behaviour but research has shown that not to be the case for the majority of dogs. Fear most often causes possessive behaviour due to the dog having been punished previously for not giving up objects. This can be avoided by using distractions such as taking the dog for a walk, or giving it another toy or food treat when removing the chew toy. Dogs can also be trained to leave objects on command in return for treats.

Where dogs are housed in the same unit, it is advised, for safety reasons, not to leave dogs alone with toys.

Providing feeding devices

A variety of feeding devices are available but probably the most widely used are commercially available rubber cone-shaped toys. Research³ using this specific type of toy has shown that dogs often find them rewarding and relaxing and can prevent or reduce signs of compromised welfare. Research⁴ has also shown that when dogs that interact regularly with them have them removed, a significant increase in stress hormones

is experienced and many also show an increase in behaviour indicative of poor welfare. It is therefore very important that the provision of these specific types of toy is predictable e.g. that they are provided each and every day and around the same time. The correct size and type of feeding device must also be chosen.

Feeding devices do not have to be bought however and alternative feeding devices are fairly easy to prepare and depending on what is chosen, can also provide opportunities for other behaviour:

- Paper bags rolled down to contain food
- Scrunched up pieces of paper
- Cardboard tubes with the ends flattened or folded down to make it more challenging
- Frozen cubes of diluted broth
- Biscuits frozen in ice cubes
- Rope/chew toys (natural fibres only) soaked in gravy and then frozen
- Fresh, crunchy fruits and vegetables, such as carrots, wedges of cored apples and cucumbers.

(American Society for the Prevention of Cruelty to Animals).

Similar to toys, there are concerns about the provision of feeding devices leading to possessive behaviour and the advice provided about toys is also relevant here.

Where dogs are housed in the same unit, it is advised, for safety reasons, to separate dogs before providing with feeding devices.

Kennel furniture - Platforms

Kennels can be barren environments offering little opportunity for dogs to carry out natural behaviours or provide little choice within their environment. Platforms can help with this by increasing complexity

3 Schipper, LL, Vinke, CM, MBH, Spruijt, BM 2008. The effect of feeding enrichment toys on the welfare of kennelled dogs (*Canis familiaris*). *Applied Animal Behaviour Science*, 114, 182-195. Gaines, SA, 2008. *Kennelled dog welfare - effects of housing and husbandry*. University of Bristol

4 Hiby, EF, 2005. *The welfare of kennelled dogs*. PhD Thesis, University of Bristol.

Annex F

and available three-dimensional space. This can provide a dog with somewhere to hide or a vantage point from which to carry out lookout behaviours that can be particularly important for smaller dogs, which may not otherwise be able to see out of the kennel without standing on their hind legs. Platforms also offer protection from a cold or wet floor, providing a more comfortable and warmer area to rest.

Although staff may have concerns about the safety issues of platforms e.g. when entering the kennel, the dog could be at their head height, this can be avoided. For example, if the platform is in the sleeping area, staff could remove the dog from the exercise area and vice versa. Alternatively, the dog could be trained to jump off the platform so that situations of potential conflict are avoided. In some cases, a platform may be unsuitable, for example, for an elderly dog or one with reduced mobility and in such situations alternatives ways for the dog to hide, be comfortable etc. should be provided.

Furniture in outdoor exercise areas

Enrichment does not have to be confined to the kennel environment but can also be incorporated into exercise areas or paddocks. Platforms are beneficial in outdoor areas providing opportunities for exploratory as well as vigilance behaviours. Whilst tunnels and pipes offer the same behavioural opportunities, they are also areas in which to seek shade. Paddocks provide sufficient space to include boxes which when filled with sand allow dogs to dig. Natural furniture can also be considered such as the use of safe and non-toxic plants, bushes and shrubs for dogs to push through and explore as well as trees which dogs can investigate and mark.

Putting enrichment into practice

Every dog is an individual and will vary in what they find valuable so it is important that different methods of enrichment are tried to identify what it is that each dog likes and gains from. As well as the different types of enrichment listed above, odours and sounds

can also be beneficial to dogs and can be cheap and easy to introduce. For example, diffused odours such as lavender and camomile have been found to be beneficial for kennelled dog welfare⁵ as well as classical music played at conversational level⁶.

Note

The content of this guidance is largely based on Appendix II: Environmental Enrichment in 'The welfare of seized dogs in kennels - a guide to good practice. An RSPCA guide produced in consultation with Police Dog Legislation Officers, Local Authority Dog Wardens and Animal Welfare Officers'.

For further information on enrichment and kennelled dog welfare:

- Rooney, NJ, Gaines, SA and Hiby, EF. 2009. A practitioner's guide to working dog welfare. *Journal of Veterinary Behavior: Clinical Applications and Research*, 4: 127-134.
- RSPCA. 2015. The welfare of seized dogs in kennels - a guide to good practice. An RSPCA guide produced in consultation with Police Dog Legislation Officers, Local Authority Dog Wardens and Animal Welfare Officers. <https://view.pagetiger.com/RSPCAKennellingGuide2014/issue1/page3.htm>
- Care and Respect Includes All Dogs. Enhancing and enriching the experience of dogs. <https://cariadcampaign.wordpress.com/guides/>

5 Graham, L., Wells, D.L., Hepper, P.G., 2005. The influence of olfactory stimulation on the behaviour of dogs housed in a rescue shelter. *Applied Animal Behaviour Science* 91, 143-153

6 Graham, L., Wells, D.L., Hepper, P.G., 2002. The influence of auditory stimulation on the behaviour of dogs housed in a rescue shelter. *Animal Welfare* 11, 385-393

Kogan, L.R., Schoenfeld-Tucher, R., Simon, A.A., 2012. Behavioural effects of auditory stimulation on kennelled dogs. *Journal of Veterinary Behaviour: Clinical Applications and Research*, 5, 268-275

Annex G

Annex G: Disease, Vaccination and Disinfection

Infectious diseases can spread in many ways and adequate precautions should be taken to prevent and control the spread of infectious and contagious diseases and parasites among dogs.

Some infectious diseases are zoonotic i.e. they can be spread from animals to humans and so appropriate cleaning and good hygiene is essential to ensure there is no spread of disease among dogs and visitors. For example, urine should be carefully handled as the human form of leptospirosis is Weil's disease. Infections by zoonotic diseases can affect any age group but immuno-compromised people, the young or elderly are particularly at risk and as such not be in contact with potentially infectious dogs.

It is important that kennel proprietors and their staff are trained to recognise signs of ill-health so that they can seek veterinary attention accordingly. These may include, but is not limited to, vomiting, diarrhoea, coughing, loss of appetite, ocular/nasal discharges, lethargy, excessive drinking. If there is any concern about the health of a particular dog, veterinary advice should be sought.

The diseases listed below are potentially fatal. Vaccination is available in the UK and is a requirement prior to boarding (see Section E).

- **Canine parvovirus:** causes severe vomiting and diarrhoea and is easily spread on hands, clothing, shoes, leads and from the environment. This virus can remain in the environment for a long time and can be very resistant to cleaning. The source is from the faeces of an infected dog.

(Additionally, other infectious diseases affecting the gastrointestinal tract including Giardia, Coronavirus, Salmonella and Campylobacter can also be spread via contact with infected faeces).

- **Canine Distemper (morbillivirus):** this causes a wide range of clinical signs including fever, nasal discharge, thickened pads, depression, diarrhoea, and neurological signs. This is spread by sneezing droplets but the virus can persist in the environment in appropriate conditions and this is therefore a source of contamination.

- **Canine Adenovirus (infectious canine hepatitis):** causes gastrointestinal and hepatic disease. The virus is spread by close contact with body fluids from infected dogs, however due to its ability to persist in the environment this is also a source of infection.

- **Leptospirosis:** this is a bacterial infection which causes serious liver and kidney disease in dogs. It is spread by contact with infected urine and vaccination does not always prevent the shedding of the leptospire (infectious agents) from the urine. Foxes can also spread the disease. Careful handling of urine is therefore essential.

Vaccination against Kennel Cough (infectious tracheobronchitis) is also available and recommended:

- **Kennel Cough:** This is a complex of respiratory pathogens, the most common being Bordetella bronchiseptica, causing harsh, retching coughing. This can be particularly problematic in the kennel environment, as such staff should be aware of clinical signs. Vaccination is aimed at decreasing the shedding of the disease by infected dogs and reducing clinical signs. The disease is spread by contact with infected sneeze and cough droplets.

Biosecurity, Cleaning and Husbandry

Whilst vaccination is available and an important part of disease management, good husbandry is also essential. This includes not only managing the dogs in terms of avoiding contact and minimising stress, but also cleaning routines and recognising how the behaviour of staff can impact the transfer of disease.

Cleaning products should have bactericidal, virucidal and parvocidal activity for removal of infectious organisms, i.e. they must have the ability to kill bacteria, fungi and viruses. Surfactant components are needed to clean the residual dirt from the environment prior to disinfection. It might be a combination of products is needed but it is essential they are compatible for use together.

Bleach is commonly thought of as a disinfectant. It is not as effective at killing bacteria, fungi and viruses as more commonly used commercial disinfectants. It may cause toxic effects to animals and staff as well as

Annex G

degrading the structure of the building. It can also be corrosive due to its oxidative effects. Although it can have disinfection properties at certain concentrations generally due to the risks involved it is not a suitable disinfectant for use in animal premises.

All chemicals and substances must be safe and appropriate for the environment they are being used in. It is important that instructions, both in terms of dilution and contact time with the surface they are meant to be affecting, are strictly adhered to.

Cleaning regimes should be in place for daily, weekly and monthly cleaning. For example:

Daily: remove all soiled material and wash contamination away using detergent if necessary. Dry after cleaning. Remove soiled bedding and replace with clean. Hose down and dry exercise areas where impervious material is used. Dispose of faeces according to waste regulations.

Weekly: remove all furniture from kennels, hose down using disinfectant and allow to dry before returning furniture.

Notes

Standing water is a source of infection of certain diseases such as *Giardia*. Thorough drying of surfaces is essential after cleaning.

Disinfectant will not be effective against solid organic material. It is therefore essential that cleaning takes place *prior* to disinfection.

Useful contacts

Useful contacts

Animal and Plant Health Agency
Woodham Lane
Addlestone
Surrey KT15 3NB
Website: <https://www.gov.uk/government/organisations/animal-and-plant-health-agency>

Animal Welfare Foundation
7 Mansfield Street, London W1G 9NQ
Tel: 020 7908 6375
Email: bva-awf@bva.co.uk

British Veterinary Association
7 Mansfield Street, London W1M 0AT
Tel: 020 7636 6541
Email: bvahq@bva.co.uk

British Small Animal Veterinary Association
Woodrow House, 1 Telford Way
Waterwells Business Park, Quedgeley,
Gloucestershire GL2 2AB
Tel: 01452 726700
Website: www.bsava.com
Email: administration@www.bsava.com

Chartered Institute of Environmental Health
Chadwick Court, 15 Hatfields, London SE1 8DJ
Tel: 020 7928 6006
Web site: www.cieh.org

City of London Corporation
ARC, Beacon Rd. Heathrow Airport. TW6 3JF
Tel +44 (0)208 745 7894 E-mail: veterinary.harc@cityoflondon.gov.uk
Web site: <http://www.cityoflondon.gov.uk>

Local Government Association
Smith Square, London SW1P 3HZ
Tel: 020 7664 3000
Website: www.local.gov.uk
Email: info@local.gov.uk

Department for Environment, Food and Rural Affairs
Nobel House, 17 Smith Square London SW1P 3JR
Tel: 08459 33 55 77
Website: www.defra.gov.uk
Email: defra.helpline@defra.gsi.gov.uk

The Dogs Trust
17 Wakley Street, London EC1V 7RQ
Tel: 0207 837 0006
Website: www.dogstrust.org.uk
Email: info@dogstrust.org.uk

Health and Safety Executive
Website: www.hse.gov.uk

The Kennel Club
1-S Clarges Street, Piccadilly London W1J 8AB
Tel: 0844 463 3980
Web site: www.the-kennel-club.org.uk

PIF (Pet Industry Federation)
Unit 1a
Bedford Business Centre
170 Mile Road
Bedford
MK42 9TW
Tel 01234 273 933
Email Info@petfederation.co.uk
Web site: <http://www.petfederation.co.uk>

Royal College of Veterinary Surgeons
Belgravia House, 62-64 Horseferry Road
London SW1P 2AF
Tel: 020 7222 2001
Email: info@rcvs.org.uk
Website: <http://findavet.rcvs.org.uk>

The Royal Society for the Prevention of Cruelty to Animals
Wilberforce Way,
Southwater
Horsham,
West Sussex RH13 9RS
Website: www.rspca.org.uk

Borough Council of Wellingborough
Licensing Section
Swanspool House
Doddington Road
Wellingborough
Northamptonshire
NN8 1BP
Email: licensing@wellingborough.gov.uk
Telephone: (01933) 229777

Chartered Institute of Environmental Health



Chartered
Institute of
Environmental
Health

Chartered Institute of Environmental Health
Chadwick Court, 15 Hatfields, London SE1 8DJ

Telephone 020 7928 6006

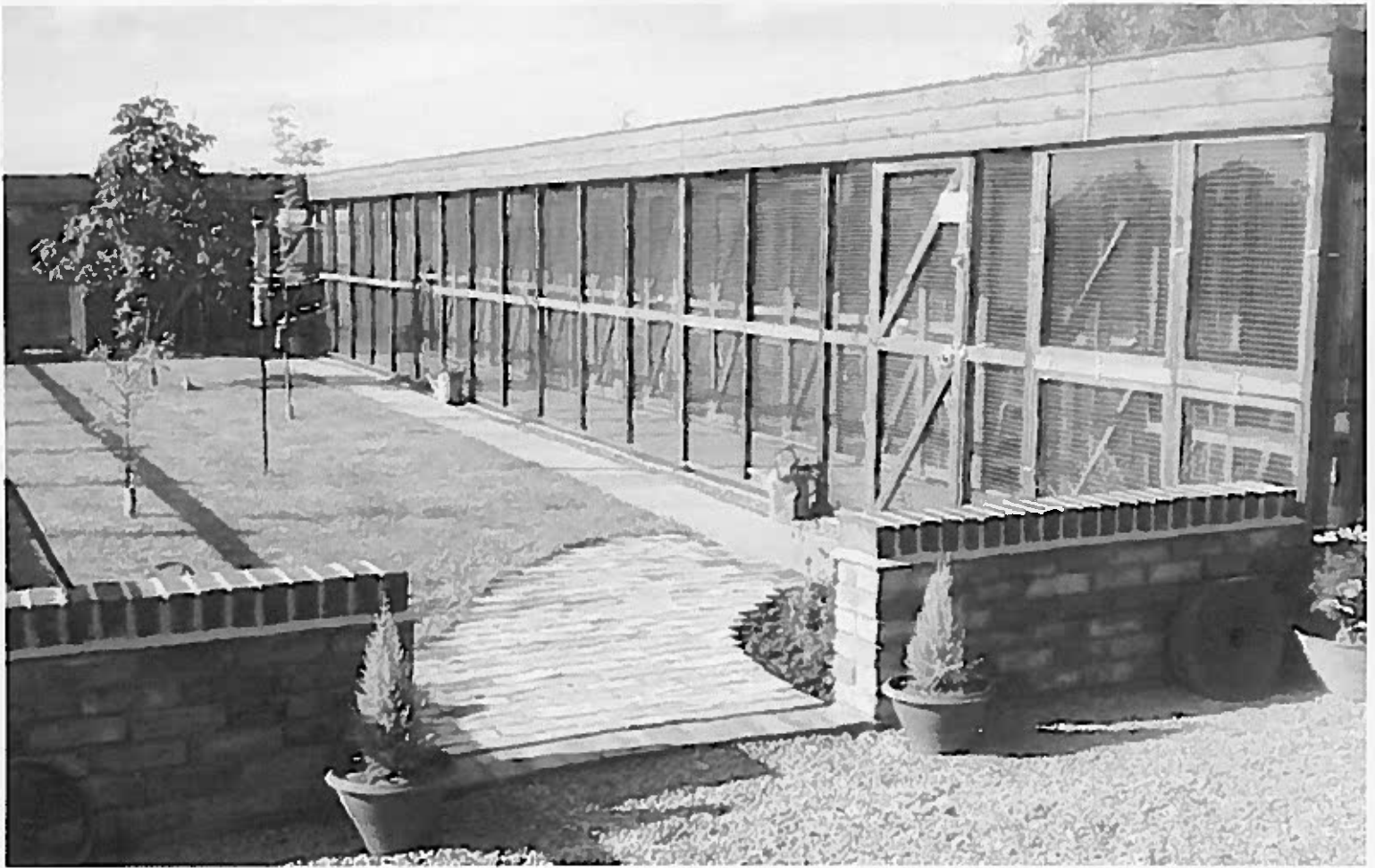
Email info@cieh.org **Web** www.cieh.org

Registered charity no. 290350

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Appendix 2 – Model Conditions for Dog Boarding Establishments



CIEH Model Licence Conditions and Guidance for Cat Boarding Establishments 2013



June 2016 (Revised)

This document has been prepared in the best interests of animal welfare and to advise those tasked with inspecting, advising and licensing catteries under the Animal Boarding Establishments Act 1963. No liability rests with contributing bodies for the circumstances arising out of the application of conditions contained within the document.

Thanks to Rachel and Brian Bland, The Cats Whiskers, Wilstead MK45 3DP for use of the front page photograph

Contents

Introduction.....	4
Schedule A – ENVIRONMENT: Providing the cat(s) with a suitable place to live/stay.....	8
Schedule B – DIET: Providing the cat(s) with an appropriate diet	20
Schedule C – BEHAVIOUR: Allowing the cat(s) to express normal behaviour patterns	21
Schedule D – COMPANY: Providing the cat(s) with the appropriate company	23
Schedule E – HEALTH AND WELFARE: Protecting the cat(s) from pain, suffering, injury and disease	24
Schedule F – NEW BUILD	29
ANNEX A – Licence Conditions Inspection Sheet for Cat Boarding Establishments	31
ANNEX B – Emergency and Evacuation Plan	35
Useful Contacts	37

Introduction

The Chartered Institute of Environmental Health (CIEH) model licence conditions and guidance for cat boarding establishments was first produced in 1995.

Since then there have been developments in understanding of animal welfare and also the introduction of the Animal Welfare Act in 2006. It was, therefore, felt timely to revise and update this document so that it better reflects the legal and animal welfare considerations inspectors should consider when looking at catteries and making recommendations for licensing and any conditions applicable.

This document is aimed at all those who are tasked with inspecting, advising and licensing catteries under the Animal Boarding Establishments Act 1963 ('the 1963 Act'). It may also be useful to owners and managers of catteries and those planning to build boarding catteries who wish to better understand what their legal requirements are under both the 1963 Act and the Animal Welfare Act 2006 ('the 2006 Act') as well as other related legislation.

The main legal requirements

There are two main pieces of legislation that attention should be drawn to, namely; the Animal Boarding Establishments Act 1963, and the Animal Welfare Act 2006.

1. Animal Boarding Establishments Act 1963

The 1963 Act requires anyone who wishes to keep a boarding establishment (i.e. in this context a cattery) to be licensed by the local authority and abide by the conditions of the licence. If they do not they are in breach of the law. In particular the local authority will consider the ability of the establishment to ensure:

- accommodation is suitable as respects construction, size, number of occupants, exercising facilities, temperature, lighting, ventilation and cleanliness,
- adequate supply of suitable food, drink and bedding material for the animals and that they are adequately exercised, and visited at suitable intervals,

- all reasonable precautions are taken to prevent and control the spread of infectious or contagious diseases, including the provision of isolation facilities,
- appropriate steps are taken for the protection of animals in the case of fire or other emergency,
- a detailed register is maintained of any animals received into the establishment that is available for inspection at all times.

Those responsible for a cattery must ensure that a copy of the licence and its conditions (maximum number of cats and number of holding units) is displayed prominently in the boarding establishment.

No animals other than cats are to be boarded within the licensed facilities without the written approval of the local authority.

2. Animal Welfare Act 2006

Sections 1 and 2 of the 2006 Act set out which animals are protected. This includes any animal (vertebrate) other than man (section 1) which is commonly domesticated in the British Isles, or under the control of man whether on a permanent or temporary basis, or is not living in a wild state (section 2). Thus cats and kittens are protected by this piece of legislation.

Section 3 of the 2006 Act sets out who can be found to be responsible for an animal and this includes on a permanent or temporary basis as well as being in charge of it or owning it. Therefore, the establishment owner as well as their employees can be found liable under this piece of legislation. No one under the age of 16 years can be deemed to be responsible for an animal.

Section 4 of the 2006 Act sets out offences concerning unnecessary suffering. An offence is committed here if someone's act or failure to act causes an animal to suffer, whether the person knew (or ought to have reasonably known) that the act (or failure to act) was likely to cause such suffering - it is still an offence as the suffering was unnecessary. An offence can also be committed whereby someone permits this to happen. Again, this can apply

to not just employees of an establishment but also an owner. In particular the suffering may be deemed unnecessary if it could reasonably have been avoided or reduced, if it was not in compliance with relevant legislation, licence, or codes of good practice, if it was not for a legitimate purpose, if it was not proportionate, if it was not the conduct of a reasonably competent and humane person.

Under Section 9 of the 2006 Act those responsible for animals (in England and Wales) have a duty to ensure reasonable steps are taken to ensure the welfare needs of the animals are met to the extent required by good practice. This includes:

- its need for a suitable environment,
- its need for a suitable diet,
- its need to be able to exhibit normal behaviour patterns,
- any need it has to be housed with, or apart from, other animals, and
- its need to be protected from pain, suffering, injury and disease.

This guidance also notes that additionally there are Codes of Practice concerning cats that the Welsh Government and DEFRA have produced and they provide further information on these points. To access copies of these Codes please see –

www.gov.uk/government/uploads/system/uploads/attachment_data/file/69392/pb13332-cop-cats-091204.pdf

www.wales.gov.uk/docs/drah/publications/110817catcodea5en.pdf

Other current relevant regulations and legislation:

Other Legislation which is relevant to the running of a boarding cattery includes, but is not restricted to the following:

- The Regulatory Reform (Fire Safety) Order 2005
- Health and Safety at Work etc Act 1974
- Environmental Protection Act 1990

- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations 1988
- Controlled Waste Regulations 1992
- Town & Country Planning Act 1990
- Welfare of Animals (Transport) (England) Order 2006
- Welfare of Animals (Transport) (Wales) Order 2006
- Regulation on the protection of animals during transport (EC) 1/2005

Further information on the above is available from Business Link – www.businesslink.gov.uk

Training

All staff who handle and care for cats must be adequately trained in ensuring the cats' welfare (as per the Animal Welfare Act) as well as their safe handling.

Staff must also be trained in emergency procedures to follow, and all other aspects of the licence conditions which are pertinent to their work. Obtaining relevant qualifications is strongly recommended.

This guidance document recommends that written policies and procedures setting out how the cattery will ensure all aspects of the welfare of cats in their care as well as their staff should be provided. It further recommends that a systematic training programme should be implemented including provision of evidence of its use for permanent, temporary, and part-time employees and regular reviews of training.

Supervision/responsibility

The cattery proprietor or a responsible person over the age of 18 years should always be present to exercise supervision and deal with any emergencies whenever cats are boarded at the premises.

It is strongly recommended that the cattery proprietor or a responsible person lives on site or a key-holder must live within a reasonable distance of the cattery. An emergency contact number must be clearly displayed at the entrance to the cattery.

The groups consulted included:

- British Small Animal Veterinary Association
- British Veterinary Association
- Cats Protection
- Chartered Institute of Environmental Health
- Corporation of London
- Daisy Bank Kennels & Cattery
- Dogs Trust
- Epping Forest DC
- International Cat Care (Formerly Feline Advisory Bureau)
- Kennel Design (David & Kay Key)
- Pet Industry Federation (Formerly Pet Care Trust)
- Royal Society for the Prevention of Cruelty to Animals

How to use this document:

Each of the sections relates to a Requirement, elaborating why it is important to meet this from the perspective of the cat and/or legal requirements where applicable. Good care is based on some simple principles and these are shown where relevant as bullet points (•) in the document.

In order to link the licence guidelines with the check lists for use by Licence inspectors, each factor which enables the associated legal requirement to be met has been given an individual code linking it to the appropriate section. These must be followed in order to achieve the licence. It should be noted that the order in which the requirements are listed under each section is arbitrary and does not indicate any order of importance. All requirements listed under the sections are equally important.

The Identification code is made up of a 'letter, number' combination, the letter indicating the section (relating to each of the 5 welfare needs as stipulated under the Animal Welfare Act 2006), and the number relating to the requirement's numerical order within that section:

SECTION	IDENTIFICATION CODE
Environment	A
Diet	B
Behaviour	C
Company	D
Health and welfare	E

Attached at Annex A is a Model Licence Conditions Inspection Sheet for Cat Boarding Establishments.

Section A – Environment: Providing the cat(s) with a suitable place to live/stay

Good care is based on some simple principles and these are shown where relevant as bullet points (•) in the document.

Poor housing has a substantially negative impact on both the health and wellbeing of cats. Housing systems must be suitable for the needs of the species in question. The cattery must be designed, built and managed to provide safe, disease free, comfortable, clean, draught free, animal friendly conditions, which are minimally stressful and which offer environmental choice for the animal, sensory stimulation, physical and mental exercise.

The following requirements list what must be present in a cat's environment, and details further measures that can be taken. Please note that the requirements are not presented in any order of importance but all hold equal standing with respect to the environmental needs of cats.

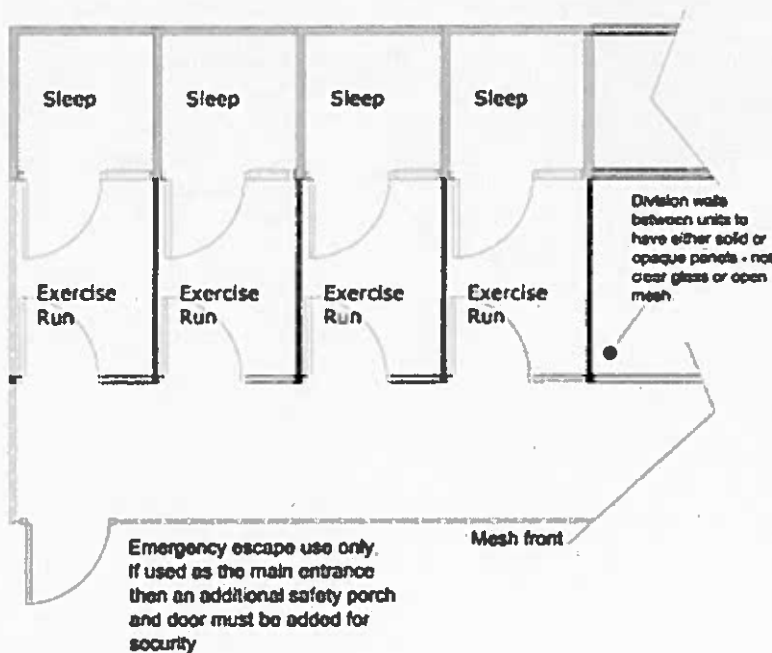
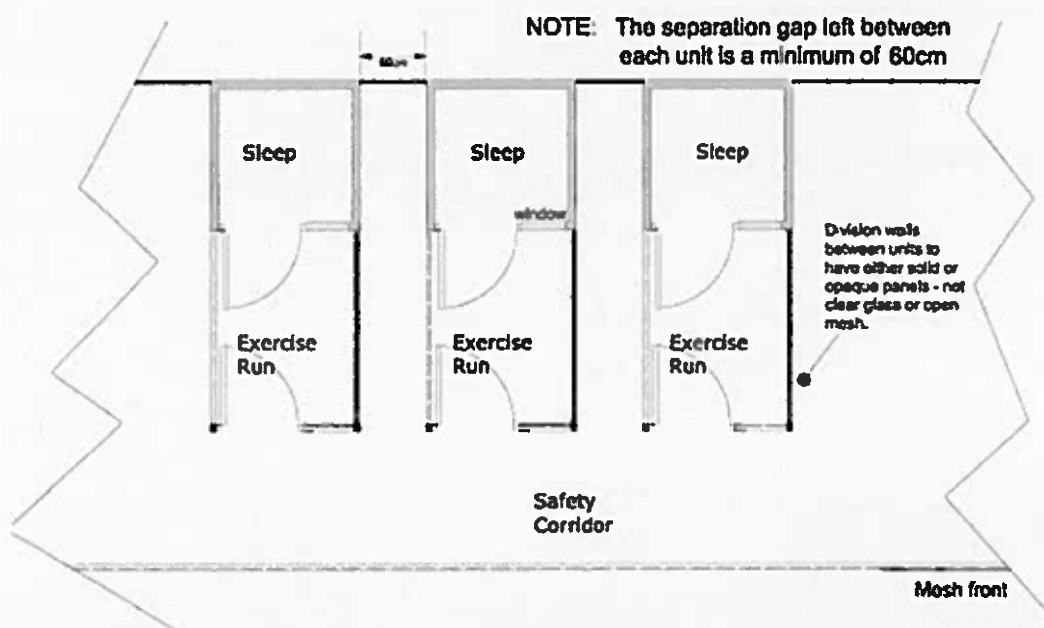
Cattery construction and principles of design

- The correct design and construction of a cattery is vital to prevent escape, minimise disease spread and stress to the cats, and to make maintenance and hygiene management straightforward and achievable by cattery proprietors.
- For disease control there must be no possibility of cats within the cattery (other than those from the same household), or other animals outside the cattery, coming into direct contact with each other or contacting droplets sneezed out by cats (for further information see Section E – Health and Welfare).
- **Designs MUST include:**
 - Cat units with sleeping accommodation (with solid sides) and an individual attached run.
 - Full height, full width, sneeze barriers between units. Alternatively, some catteries have gaps between units (minimum 0.6 m (see page 29/30 – New Build).

- An enclosed area (corridor or lobby) outside the cat unit to minimise risk of escape.
- Provision to isolate cats if necessary.
- Ancillary facilities including a separate kitchen with hot and cold running water and refrigeration for food.
- A separate hand-washing facility for staff.
- A litter tray cleaning area.
- A reception area.

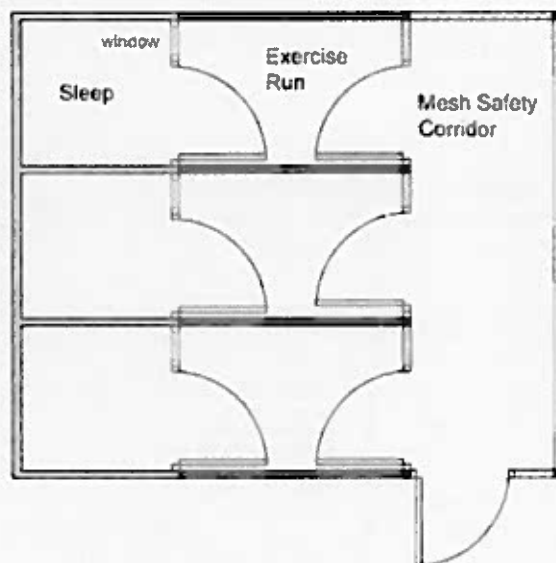
- Cattery design usually falls into three categories with the sleeping accommodation comprising of a full-height walk-in area or a penthouse (see A3):

Outdoor – catteries with indoor sleeping accommodation and individual covered outdoor exercise runs – accessed individually from a covered outdoor safety corridor.



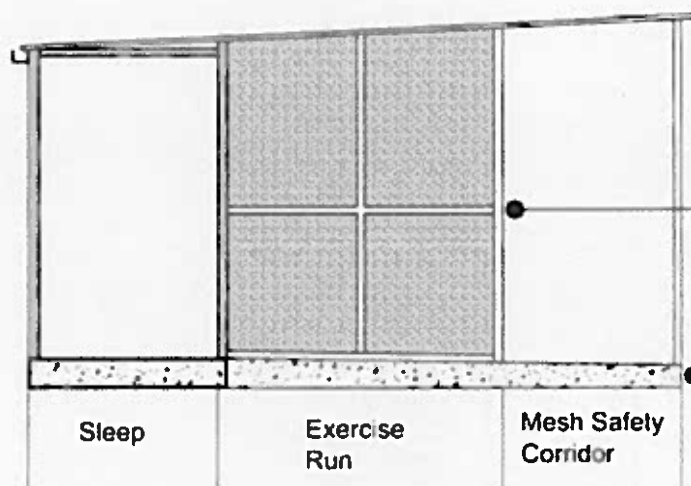
Not to scale

Semi-outdoor/indoor – catteries with indoor sleeping accommodation and individual covered outdoor exercise runs – usually accessed individually from a common indoor safety corridor.



Staff access the sleeping and exercise run via the safety corridor in front of the units

Typically the safety corridor has a solid appearance with large opening windows with mesh safety guards to allow light and fresh air into the units



Division walls between units to have either solid or opaque panels – not clear glass or open mesh

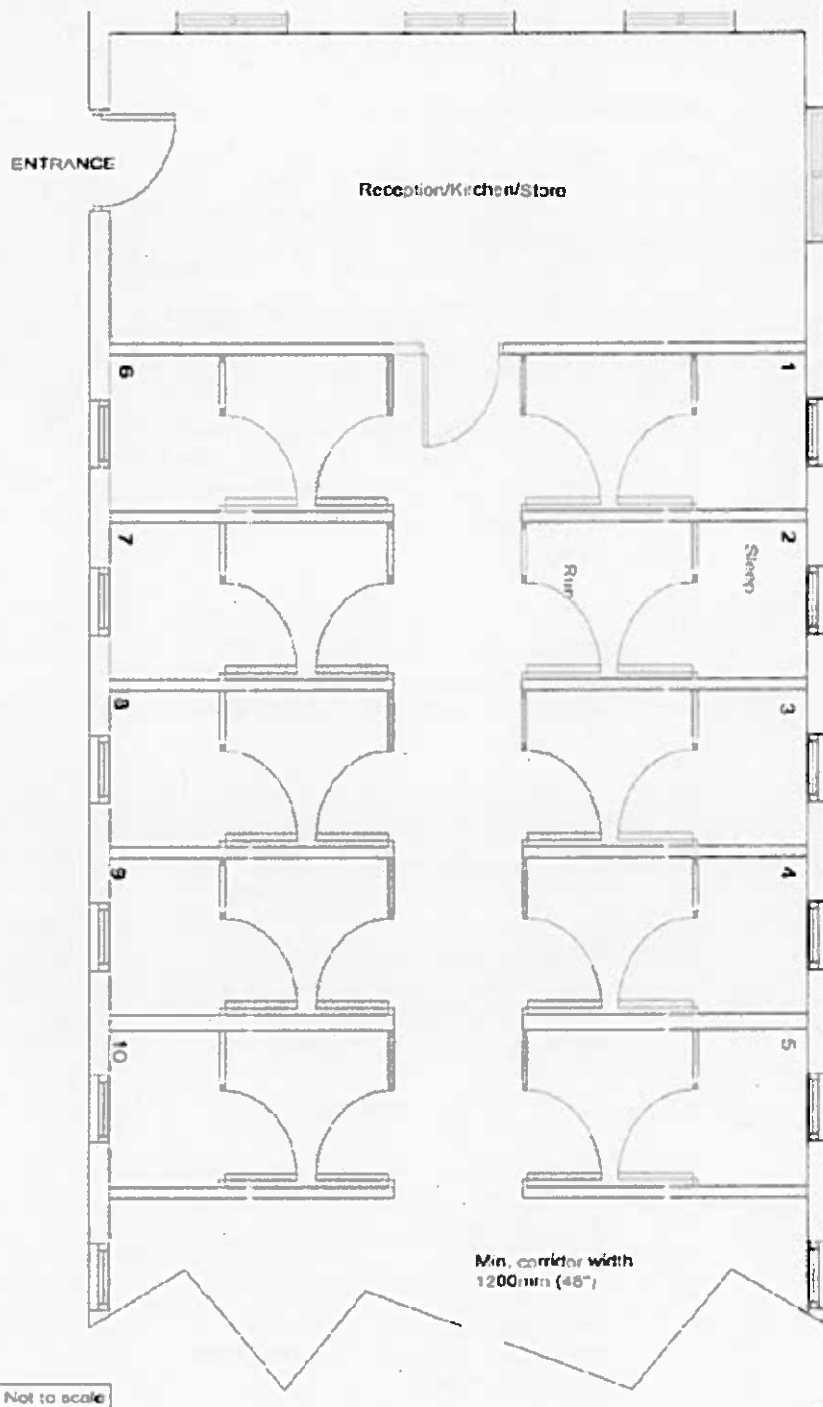
Concrete surface laid to fall to allow rain water to drain

2013 minimum size (suitable for up to 2 cats):

Sleep – 1.5m² (1.2m x 1.25m)

Run – 2.2m² (1.2m x 1.85m)

Totally indoor – catteries with indoor sleeping accommodation and indoor exercise runs – usually accessed individually from a common indoor corridor.



A.1 Physical construction and integrity

General

- The cattery must be safe, secure and free from hazards, to minimise any chance of injury to a cat or escape of a cat.

- A.1.1 The cattery must be structurally sound.
- A.1.2 The cattery must be constructed of materials that are robust, safe and durable and be well maintained in good decorative order and repair.
- A.1.3 Materials used in construction or maintenance must not expose cats to any harmful chemicals.
- A.1.4 The cattery must be built in compliance with good building practice (e.g. local authority guidelines), on a concrete base with a damp proof membrane. Where Building Regulations apply these must be adhered to.
- A.1.5 There must be no sharp edges, projections, rough edges or other hazards which present risk of injury to a cat.
- A.1.6 Windows must be escape-proof at all times.
- A.1.7 Doors must have secure latches or other closing devices.
- A.1.8 All wire mesh/fencing must be strong and rigid and kept in good repair to provide an escape-proof structure.
- A.1.9 Timber, if used, must be of good quality, well maintained and any scratched areas sealed or over-clad.
- A.1.10 Any storage areas must be dry and free from vermin.
- A.1.11 Electrical equipment must be installed in line with current legislation and maintained in a safe condition.

Drainage

- Drainage must be effective to ensure there is no standing water in the cattery, as this can be a reservoir for infectious agents.
- A.1.12 Waste water must not run off into adjacent pens.

A.1.13 Adequate drainage must prevent pooling of liquids.

A.1.14 Any drain covers in areas where cats have access must be designed and located to prevent toes/claws from being caught.

Safety corridor/entrance lobby

- An enclosed area (safety corridor/entrance lobby) is essential to ensure that if cats manage to slip out from their individual cat unit, they are still kept safely inside the cattery.

A.1.15 There must be an escape-proof area (safety corridor/entrance lobby) at the exit of each cat unit.

A.1.16 For catteries where there are facing units accessed by an indoor corridor, the corridor must be at least 1.2 m wide, or the doors of the units must be solid or have sneeze barriers.

A.1.17 At the end of the safety corridor there must be a securable door through which the inside of the cattery can be viewed from the outside and this must be kept closed when not in use.

A.1.18 The door from the cat unit to the safety corridor must be escape-proof, securable, strong enough to resist impact and scratching and kept closed at all times.

A.1.19 The floor must be finished to produce a smooth, impervious surface which is easy to clean and disinfect. Holes or gaps between tiles or paving slabs are not acceptable.

A.1.20 Outdoor safety corridors must be roofed.

A.1.21 External doors/gates must be lockable and staff must have easy access to keys in case of emergency.

A.1.22 Sufficient lighting must be provided in the safety corridor to illuminate all year round. Where practicable this should be natural light during the day.

A.1.23 The safety corridor must not be used as an exercise area.

Roofing

- Roofing provides protection from the weather and prevents escape of cats. In a timber construction it is strongly recommended that the run should also be roofed with wire mesh, as an added precaution against escape. The mesh should extend over the top of the run under the roof and be attached firmly to the framework.

In catteries where substantial roofing is placed over the whole cattery (including the safety corridor) the need for wire mesh roofing is diminished. However, care must be taken to ensure that no gaps appear to allow escape of a cat.

- A.1.24 There must be a safe, secure, waterproof roof over all of the cat units (sleeping accommodation and run) and the safety corridor. For the run, materials used must be capable of filtering UV light and providing adequate shade.

A.2 Cat units

- A boarded cat is accommodated in a 'unit' comprising enclosed sleeping accommodation and an adjoining individual covered exercise run.

- A.2.1 Cats from different households must not share cat units.

Lighting

- Lighting enables adequate observation of the animals and for cleaning and working in the cattery.

- A.2.2 There must be adequate lighting in the cat unit.

Ventilation and humidity

- Fresh air is essential for the maintenance of good health and well-being as well as limiting the spread of infectious disease. Proper ventilation removes heat, dampness, odour, airborne microbes and pollutant gases such as ammonia.

- A.2.3 Ventilation must be appropriate all year round (both cool in hot weather and avoiding cold draughts in winter). Localised draughts in the sleeping accommodation

must be avoided.

Interior surfaces

- For disease prevention units must be easy to clean and disinfect.

- A.2.4 All interior surfaces to which cats have access must be durable, smooth and impervious, capable of being cleaned and disinfected, and be kept in good decorative order and repair.

- A.2.5 Where concrete or other building blocks or bricks are used, they must be sealed to be smooth and impervious.

- A.2.6 Surfaces which are peeling, scratched, chipped or in disrepair must be repaired or resealed to an acceptable standard, or replaced.

- A.2.7 Ceilings must be capable of being easily cleaned and disinfected.

- A.2.8 Junctions between sections must be covered or sealed.

- A.2.9 Floors must be finished to produce a smooth, non-slip, solid surface and all surfaces must be capable of being easily cleaned and disinfected. (There must be no open gaps if using concrete slabs or tiling).

Accessing the cat unit

- Each unit needs to be easily accessible and provide a means of identification for each cat.

- A.2.10 Each unit must be designed to allow staff to access and clean all parts of the cat unit safely. (For further information on cleaning see Section E – Health and Welfare).

- A.2.11 The unit must have a securable, full height door for access.

- A.2.12 Each unit must be clearly marked (e.g. numbered) and a system in place which ensures that relevant information about the cat in that unit is readily available.

Litter trays

- Cats are meticulous animals and a dirty litter tray may deter use. Natural behaviour is to scratch in loose material (litter), to dig a hole or cover waste. The tray should be large enough (average size is 30 x 42 cm (12" x 16")) to let the cat turn around and the litter deep enough (a minimum of 3 cm is recommended) to allow digging activity. Loose sawdust, shredded or sheet newspaper, or soil, are not considered acceptable as litter material.

A.2.13 Litter trays of a suitable size or type must be provided at all times.

A.2.14 Each unit must have space to allow for at least 60 cm separation between the litter tray, resting place and feeding area. This allows cats to sit, rest and eat away from areas where they urinate and defecate.

A.2.15 Trays must be impermeable, easy to clean and disinfect, or be disposable.

A.2.16 A safe and absorbent litter material must be provided.

A.2.17 In a multiple cat unit the number of trays must be appropriate to the number of cats (see also D3).

A.2.18 Trays must be regularly and appropriately cleaned (See section E – Health and Welfare, for information on cleaning protocols, and waste disposal).

A.3 Sleeping accommodation

- Cats need separate sleeping accommodation which in most cases (except some indoor catteries) must be separate from the run and provide somewhere for the cat to hide away. Most designs fall within the guidelines detailed here:

Full-height unit – cat sleeping accommodation in the form of a full-height 'shed' which opens into the exercise run and is accessed via a full-height door.

Penthouse unit – cat sleeping accommodation in the form of an enclosed raised 'box' which opens into the exercise run and is accessed via a ramp from the cat flap.

It can also be accessed by opening the front door(s) to the box.

The sleeping accommodation must be large enough to allow cats to move and lie comfortably and provide enough space to spread resources.

Size of full height walk-in unit sleeping accommodation:

- A.3.1 The following minimum areas and dimensions must be achieved in order to give cats a suitable and appropriate comfortable space and for ease of cleaning and management.

Existing buildings, floor area and dimensions of full height walk-in sleeping accommodation			
	Minimum area	Smallest dimension must be a minimum of:	Minimum height
One cat	0.85 m ²	0.9 m (eg 0.90 m x 0.95 m)	1.8 m
Up to two cats	1.5 m ²	1.2 m (eg 1.20 m x 1.25 m)	1.8 m
Up to four cats	1.9 m ²	1.2 m (eg 1.20 m x 1.60 m)	1.8 m

Shelving or raised area for a full height walk-in unit

- Shelves or raised areas are important to allow cats to rest high up. Shelving must be able to be kept clean, be large enough for cats to lie on (usually between 0.75 and 1.5 m above the ground) and accessible.

- A.3.2 All resting areas/shelving must be large enough for each cat to lie on.
- A.3.3 Facilities must be easily accessible and provide safe easy access to the shelf for elderly, ill, very young or disabled cats if required.
- A.3.4 Shelving or raised areas must be made of impervious, easily cleanable materials.



Timber full height walk-in unit



Timber penthouse style unit



uPVC full height walk-in unit



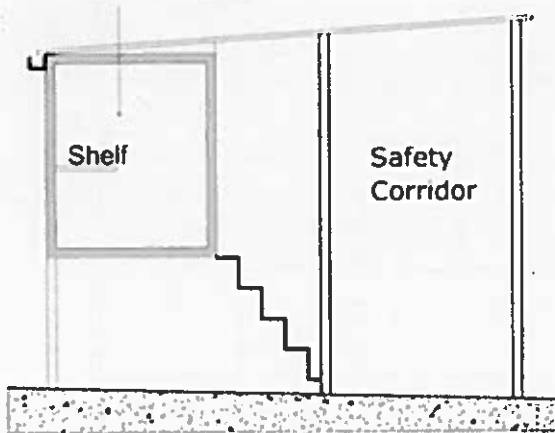
uPVC penthouse style cattery unit

Size of penthouse sleeping accommodation (an enclosed boxed sleeping area raised off the ground)

A.3.5 The following minimum areas and dimensions must be achieved in order to give cats a suitable and appropriate comfortable space and for ease of cleaning and management.

A.3.6 Facilities must be easily accessible and provide safe easy access (ramp/steps) to the penthouse. Extra consideration may be needed for elderly, ill, very young or disabled cats. Existing buildings, floor area and dimensions

Insulated sleeping box raised off the ground



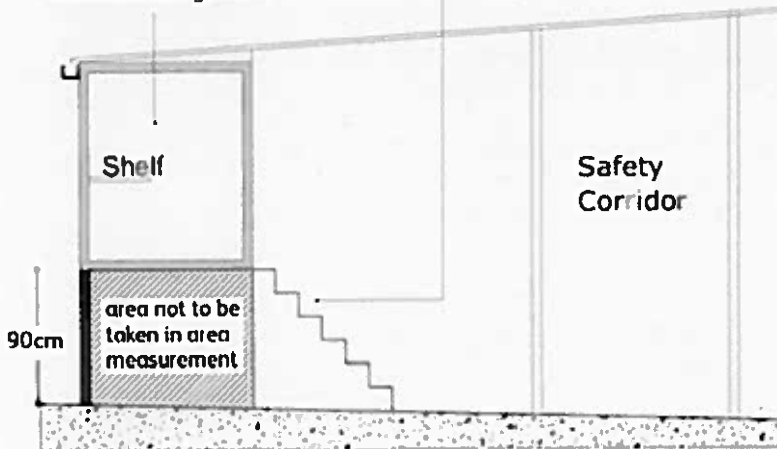
Pre-2013 standard with space under the box taken into the overall footprint allowance

Existing buildings, floor area and dimensions of penthouse sleeping accommodation (box)			
	Minimum area	Smallest dimension must be a minimum of:	Minimum height of box
One cat	0.85 m ²	0.9 m (eg 0.90 m x 0.95 m)	1m
Up to two cats	1.1 m ²	0.9 m (eg 0.9 m x 1.20 m)	1m
Up to four cats	1.7 m ²	0.9 m (eg 0.9 m x 1.90 m)	1m

Ladder or ramp for cats to gain access into the sleeping unit

FOR NEW BUILD SEE PAGE 29

Insulated sleeping box raised off the ground



The 2013 standard requires that a minimum distance of 1.85m is given from the front of the sleeping unit. The space under the sleeping area is not to be taken into the overall footprint allowance for exercise run space

Temperature in sleeping accommodation

- Cats like warmth and some indoor cats are used to high ambient temperatures. In a cattery the cat needs an adequate ambient temperature and additional heating facilities if this cannot be guaranteed at times of excessively cold weather. Breed, body condition, medical condition, coat and age can affect an individual's ability to maintain its body temperature.

- A.3.7 There must be a means of measuring, monitoring and recording temperature (maximum and minimum temperatures) representative of the temperature in the cat sleeping accommodation.
- A.3.8 Insulation and temperature regulation in the cattery must aim to keep the ambient temperature in the cat sleeping accommodation above an absolute minimum of 10°C.
- A.3.9 There must be part of the cat's sleeping accommodation where the cat is able to enjoy a minimum temperature of 15°C -this additional heat may be in the form of a heated bed/pad etc.
- A.3.10 The cat must be able to remove itself from the source of heat.
- A.3.11 Heaters must not be sited in a manner or location where they present a risk of burning or electrocution to cats or humans, or a risk of fire.
- A.3.12 Open flame appliances must not be used.
- A.3.13 All heating equipment must be installed and maintained in a safe condition.
- A.3.14 Additional forms of heating can be in the form of heated beds, heated pads or similar but these must not be the main source of heat for the cats. Use should be tailored to the needs of individual cats.

A.3.15 Any sockets in the sleeping accommodation must be waterproof and as far out of reach of cats as possible.

A.3.16 There must be a policy in place for dealing with high temperatures and a means of keeping cats cool.

Bedding

- Bedding is important to help animals regulate their body temperature, to give traction and to keep animals comfortable. Old or infirm cats can have difficulty rising if surfaces are slippery, and old, very young or infirm animals may have difficulty regulating their body temperature.

A.3.17 There must be a clean resting place to provide comfort and warmth which is situated out of draughts.

A.3.18 Soft bedding materials must be provided and adapted if necessary for old, young or infirm cats to help regulate their body temperature.

A.3.19 Bedding must be made of a material that is easy to wash/disinfect, or is disposable.

Access to run

- A cat flap allows free access to the run while maintaining indoor temperature. It can be locked if necessary.
- A.3.20 A cat must have access between the sleeping accommodation and run (eg a cat flap) so it can easily and safely access all parts of its unit.

A.4 Exercise run (in addition to and not including sleeping accommodation)

- The exercise run must be large enough to allow cats to play/exercise.

A.4.1 Any part of the run to which the cat has access must be easily cleanable and not damaged by scratching. Any replacement wood must be clad with a smooth impervious material.

A.4.2 The floor must be finished to produce a smooth, impervious surface and all surfaces must be capable of being easily cleaned and disinfected. There must be no open gaps if using concrete slabs or tiling.

A.4.3 Where cats have access to mesh (catteries with gaps rather than sneeze barriers), the diameter of the wire must not be less than 1.6 mm (16 gauge welded mesh). Mesh size must not exceed 25 mm in one direction and should be positioned on the inside of the framework of runs to prevent damage of uprights by cats scratching any woodwork.

A.4.4 All exercise runs must be roofed to provide protection from the elements.

A.4.5 Communal exercise areas must not be used.

Size of exercise run for full height walk-in unit and penthouse style unit

A.4.6 The following minimum areas and dimensions must be achieved in order to give cats a suitable and appropriate comfortable space and for ease of cleaning and management.

Sneeze barriers

- It is important to ensure that cats from different households cannot come into direct contact with one another or sneeze on each other.

A.4.7 Full height, full width solid sneeze barriers must be installed between cat units. Alternatively, where the cattery is built with gaps between outdoor units rather than sneeze barriers, these must be a minimum of 0.6m wide. (see also new build on P 30).

A.4.8 Sneeze barriers must be in place on the end walls of the exercise run at each end of the cattery block to prevent contact with animals from outside.

Shelving or raised areas in exercise run

- Shelves or raised areas are important to allow cats to rest high up where they feel more secure (usually between 0.75 and 1.5 m above the ground).

A.4.9 Shelving must be made of impervious, easily cleanable materials.

A.4.10 There must be a shelf or facility for providing a raised area in the exercise area.

A.4.11 All resting areas/shelving must be large enough for each cat to lie on.

A.4.12 Extra help (eg steps) to provide safe easy access to the shelf for elderly, ill, very young or disabled cats must be available if required.

Existing buildings, floor area and dimensions of full height and penthouse exercise runs			
	Minimum area	Smallest dimension must be a minimum of:	Minimum height
One cat	1.65 m ²	0.9 m (eg 0.9 m x 1.85 m)	1.8m
Up to two cats	2.2 m ²	1.20 m (eg 1.20m x 1.85 m)	1.8m
Up to four cats	2.8 m ²	1.20 m (eg 1.20 m x 2.35 m)	1.8m

FOR NEW BUILD SEE PAGE 29

A.5 Fire and other emergencies

- Appropriate steps will be taken for the protection of the animals in case of fire and other emergencies.
- This should include instructions on where staff and cats are to be evacuated to in the event of emergencies such as fire or flooding. An emergency telephone list should include fire, police and vets.
- Fire and electrical safety certificates should be available for inspection.

- A.5.1 There must be a written emergency plan (agreed by the local authority) which must be on display and known to staff and a contingency plan should the premises be destroyed or uninhabitable.
- A.5.2 Premises and activities must be risk assessed (including fire). These risk assessments must be recorded and relayed and understood by all staff.
- A.5.3 Fire fighting equipment must be provided, maintained in good working order (maintenance must be evident and should show date checked) and easily accessible.
- A.5.4 Fire exits must be clearly marked and access left unrestricted.
- A.5.5 The premises must comply with current legislation with regards to electricity and gas (if connected).

A model Emergency and Evacuation Plan is attached as Annex B.

Section B – Diet: Providing the cat(s) with an appropriate diet

Fresh clean water and a suitable diet are basic nutritional requirements for physical health.

B.1 Drinking

- Water is essential for all cats. It is especially important for those fed on dry food. Cow's milk should not be fed to cats because many cats have lactose intolerance. Wide water bowls allow cats to drink without bending their whiskers.

- B.1.1 Fresh water must be available at all times. Clean water must be provided daily in a clean container or changed sooner if it is visibly soiled.
- B.1.2 Food and water must be kept separate (Joint feeding and water bowls must not be used).
- B.1.4 Water must be positioned well away from the litter tray, as cats will not drink if it is placed too close to a toilet site (see also D.3).
- B.1.4 Adequate water bowls must be provided for multi-cat units (see also D.3).
- B.1.5 Water bowls must be non-porous and easy to clean/disinfect.

B.2 Eating

- Cats have very specific dietary needs which can vary, dependent on a number of factors (i.e. age, health status, activity, weight). However, all cats are obligate carnivores and require a well-balanced, meat-based diet to stay fit and healthy. Ideally cats should be fed several small meals per day. Kittens, or cats with additional needs, will need more frequent feeding.
- The feeding of raw food diets is not recommended due to the risk of bacterial and parasite contamination and the public health risk. Cats should not remain inappetent (not eating) for longer than 2 days without seeking veterinary advice.

- B.2.1 There must be exclusive facilities, hygienically constructed and maintained, for the storage and preparation of food for the cats.
- B.2.2 Refrigeration facilities must be provided.

- B.2.3 A sink with hot and cold water must be provided for the washing of food equipment and eating and drinking vessels.
- B.2.4 Clean, safe containers must be provided for the storage of foods and must be insect and rodent proof
- B.2.5 Cats must be fed a balanced diet suitable for their age, health status, reproductive status and lifestyle. The type of food, specific diet or prescription diet is usually by agreement with the owner.
- B.2.6 Food must be unspoilt, palatable, and free from contamination.
- B.2.7 For healthy adult cats at least two meals a day must be offered at a minimum of 8 hours apart, as appropriate to the individual's requirements.
- B.2.8 Unconsumed wet or fresh food must be removed before it deteriorates, and before the next feed time. Dry food can be fed as indicated by the manufacturer.
- B.2.9 Food must not be left for excessive periods to prevent it being spoiled and attracting flies. This will vary with temperature conditions and type of food.
- B.2.10 All food must be positioned well away from the litter tray, (minimum 60cm), as cats will not eat if it is placed too close to their toilet site.
- B.2.11 One feeding bowl must be provided per cat.
- B.2.12 Food bowls must be non-porous and easy to clean and disinfect, or disposable.
- B.2.13 Food intake must be monitored daily and any problems recorded.
- B.2.14 Veterinary advice must be followed if feeding debilitated, underweight or ill cats, or those with specific dietary requirements.
- B.2.15 Cats displaying marked weight loss/gain must be evaluated by a vet and treated as necessary.

Section C – BEHAVIOUR: Allowing the cat(s) to express normal behaviour patterns

Good welfare depends on meeting both the mental and behavioural needs of cats, as well as their physical needs. How a cat behaves can indicate how successfully an individual is coping in its environment.

C.1 General points on cat behaviour

- Physical and mental health can affect cat behaviour. Cats are intelligent active creatures but changes can upset them, as can being off their own territory. Some cats can become stressed or bored in a boarding situation. This can lead to poor appetite, shedding viruses or greater susceptibility to disease. Staff should be appropriately trained to recognise common behaviours and behaviour changes. A cat should never be punished as this is likely to make it more nervous or scared. A regular routine will help cats to predict what is going to happen.
- Ideally cats should be able to view the outdoors and have an interesting outlook.

C.1.1 The behaviour of individual cats must be monitored on a daily basis and abnormalities or changes noted and acted upon if necessary.

C.1.2 Cats must be able to access different levels within the unit (see A.3 for more information).

C.1.3 Cats must be given the opportunity for play and exercise.

Hiding places

- Hiding is a behaviour that cats can use to help them cope with changes in their environment. Cats hide to avoid interactions with other cats or people, or stressful situations. Providing cats with places to hide can reduce stress and can be as simple as providing a cardboard box, an igloo-type bed or other structures within the unit.

C.1.4 A hiding place must be provided for cats in the sleeping accommodation (see also D.3).

Play

- Encouraging cats to play can be a good way of keeping them active.
- Cats are playful animals (but individuals vary in their desire to play) and enjoy playing with toys (especially those which mimic prey), and with people. Cats have a need to express the innate predatory behaviour which is natural for them and therefore show most interest in toys that mimic prey.
- Environmental enrichment such as changing toys regularly, can reduce boredom.

C.1.5 Any toys provided must be safe and be disinfected between use in the cattery, or disposed of. If provided by the owner toys must be kept within that cat's unit and used solely for that cat and returned to the owner and the end of the cat's stay.

Scratching

- Cats are highly motivated to show scratching behaviour and naturally use objects to scratch to mark their territory, strengthen their muscles and sharpen their claws. Cats often prefer scratch posts tall enough for the cat to use fully stretched.

C.1.6 Cats must be provided with suitable facilities for scratching.

C.1.7 Any surface available for scratching must either be disinfected between use for different cats, or disposable. If provided by the owner it must be kept within that cat's unit and used solely for that cat and returned to the owner and the end of the cat's stay. (See Section E -Health & Welfare).

C.2 Noise

- Cat hearing is more sensitive than human hearing and thus noise levels uncomfortable for humans are likely to be very uncomfortable for cats. Excessive noise contributes to adverse behavioural and physiological responses. Cats are adversely affected by the sound of barking dogs.
- The cattery environment should be as calm and quiet as possible with noise producing equipment located as far away from animals as possible.

C.2.1 Cats must not be exposed to excessive noise of barking boarded dogs or other excessive/continuous noise.

C.3 Long stay cats

- Occasionally cats stay in a boarding cattery for periods over 3 weeks and these cats require special consideration such as environmental enrichment, regular health checks and extra attention from staff.
- C.3.1 A Standard Operating Procedure (SOP) must be in place explaining how to ensure the health and welfare of long term stay cats.

Section D – COMPANY: Providing the cat(s) with the appropriate company

It is important from a welfare perspective to ensure that any need that a cat has to be housed, with or apart from, other animals, is met. The cat is by nature a solitary animal, and contact with or seeing unfamiliar/strange cats can be very stressful.

D.1 Feline company and interactions

- Most adult cats will only be friendly to siblings or certain other cats they live with. Strange cats are usually avoided. Cats can find the presence of other cats very stressful and can suffer if they cannot avoid cats with whom they are not familiar or do not like. Housing cats at high densities increases the potential for them to be stressed. Only cats from the same household may share a unit.
- Where possible cats must be able to avoid seeing other cats by being provided with hiding places and translucent (allowing light to pass through, but only diffusely, so that objects on the other side cannot be clearly distinguished) barriers between units. (See page 29 – New Build).

D.1.1 Cats from different units must not share exercise runs or an exercise area either at the same time or sequentially.

D.2 Human company and interactions

- Most cats enjoy and benefit from human company, but prefer to interact with people on their own terms. Cats socialised to humans can find human company stimulating and may show signs of stress when this interaction is decreased. However, other cats will prefer minimum contact.
- Cattery staff should find out from the owner and monitor each cat to ascertain how much human contact it wants and adapt to provide this.
- A cat should never be forced to interact with a person/people, and a facility should be provided for a cat to avoid people should they wish. (Ref to hiding place).

- Scruffing of cats (picking up a cat by the scruff of its neck) should not be done except as an absolute last resort.

D.2.1 Cats must always be handled humanely and appropriately to suit the requirements of the individual cat.

D.3 Multi-cat units

- Proprietors have a responsibility to monitor units where more than 1 cat is housed. Even though these cats originate from the same household, cats sharing a home may not necessarily get on well, especially when confined. Therefore proprietors must monitor cats to ensure that they are not experiencing stress/distress/aggression from another cat. Only cats from the same household can share a unit.

D.3.1 For any multi-cat unit (cats from the same home) cats must be monitored and consent obtained from the owner for separating cats, should problems arise (e.g. cats fighting or 'stressed').

D.3.2 There must be multiples of all resources (food and water bowls, litter trays and sleeping areas (warmed if required), depending on the number of cats, to ensure that some cats cannot monopolise resources and prevent the others from accessing them.

D.3.3 A separate bed must be provided for each cat.

D.3.4 A separate hiding place must be provided for each cat eg a cardboard box, igloo bed.

D.3.5 Separate feeding bowls (not double feeders) must be provided for each cat.

D.3.6 Several sources of water must be provided if multiple cats are housed.

Section E – HEALTH AND WELFARE: Protecting the cat(s) from pain, suffering, injury and disease

Many points covered under the previous four sections (A – D) can be considered to relate to Section E and assist in protecting cats from pain suffering, injury and disease.

E.1 Monitoring cats

- In order to keep cats healthy the proprietor needs to have an organised system for registering and monitoring all cats at the cattery.
- It is recommended that a late-night round be carried out to check on all cats, heating etc.
- The well-being of the boarded cat is paramount. It is recommended that all cats are weighed on entry and exit from the cattery. This allows the proprietor to monitor any changes and provides information should clients challenge the cat's condition on their return. This is especially important for older cats and kittens. Geriatric, ill or debilitated cats should also be monitored more closely for appropriate management.
- It is recommended that cats that are boarded for longer than 2 weeks are weighed every 2 weeks, and older cats and kittens weighed weekly, and records kept.

- E.1.1 All cats must be observed regularly throughout the day. Cats must be checked daily for signs of illness and/or injury and to ensure that their needs are being met. Any signs of ill health or unusual behaviour must be recorded and advice sought without delay.
- E.1.2 The cattery proprietor or responsible person must visit the cats at regular intervals (of no more than 4 hours apart during the working day), or as necessary for the individual health, safety and welfare of each cat.
- E.1.3 Presence or absence of faeces and urine in trays must be noted daily. Any signs of abnormalities in excreta must also be noted or acted upon as appropriate.

- E.1.4 Drinking and eating habits must be monitored and any problem investigated. (Refer back to Section B).

E.2 Keeping records

- A register must be kept of all cats boarded and available to key members of staff and to local authority inspectors if requested. Records should be backed up and records kept for a minimum of 24 months. It is also useful to know if cats are insured, should problems occur.

The information kept must include the following:

- E.2.1 Date of arrival and departure.
- E.2.2 Name, sex, description of cat and microchip number.
- E.2.3 Number of cats sharing from same household.
- E.2.4 Name, address, phone number and email of owner (including emergency contact details).
- E.2.5 Name, address, email and phone number of emergency local contact (who is able to take the cat if necessary).
- E.2.6 Cat's veterinary surgeon.
- E.2.7 Cat's diet and relevant requirements.
- E.2.8 Cats' relevant medical history.
- E.2.9 Consent forms eg veterinary treatment, consent to share or separate cats if needed, record of baskets/toys etc left at the cattery (Check vet consent forms i.e. own vet or designated vet if not in area).
- E.2.10 Record of vaccination.
- E.2.11 Any medical treatment must be recorded and visible to prevent mis-dosing.

E.3 Disease control

- Cats are vulnerable to a range of serious infectious diseases, therefore disease control and rapid response to any signs of illness is critical.
- The potential for infectious disease problems escalates where many cats are kept together and a cat's immune system can also be affected by stress.
- As outlined elsewhere, construction materials and equipment need to be easy to clean and disinfect (see Section A).
- No cats should be allowed in the safety corridor or to share an exercise area (unless they come from the same household).
- Infectious agents are spread in various ways –
 - Feline leukaemia virus (FeLV) and feline immunodeficiency virus (FIV) need direct contact between cats, which should be impossible in the boarding situation.
 - Cat flu viruses such as feline herpesvirus (FHV), feline calicivirus (FCV), and other respiratory pathogens such as *Bordetella bronchiseptica*, are spread in sneeze droplets, on hands, clothes, shoes, equipment and environment.
 - Feline parvovirus (aka feline infectious enteritis (FIE)) can be spread on hands, clothing and shoes, litter trays and environment, and can remain in the environment for a long time.
- The source of feline parvovirus (FIE) is faeces from an infected cat and several other agents are spread via contact with other cats' faeces/litter trays and include Coronavirus, Salmonella and *Campylobacter* etc.

Ringworm spores can remain infectious in the environment for prolonged periods of time.

- Preventing cat-to-cat contact, ensuring excellent hygiene protocols and management protocols to minimise stress can reduce the risk of disease spread.
- The movement of people through the cattery should be minimised and supervised.

- If rescue cats are boarded, these should be handled last.

- E.3.1 Where work with rescue cats or breeding cats is also undertaken, this must be kept completely separate, and extra precautions taken to prevent the spread of disease.
- E.3.2 When there is any cause for concern regarding the health status of a cat, that cat must be handled last and the unit must be cleaned after all the others.
- E.3.3 Cats must remain in their assigned unit and not be moved to other units (rotation) or to a holding unit for cleaning purposes, except for moving to an isolation facility.
- E.3.4 Standard operating procedures (SOPs) must be in place and followed to prevent spread of disease, and staff trained in these procedures.
- E.3.5 Facilities must be provided for the proper reception, containment and disposal of all waste and meet with local authority approval.
- E.3.6 Isolation facilities must be available (see E.6).

E.4 Hygiene practices

- Proper cleaning and disinfection helps to reduce the spread of infectious disease to both animals and people. Cats are particularly susceptible to poisoning from phenolic compounds (those that turn cloudy when added to water), therefore these must not be used.

Cleaning and disinfectant products

- E.4.1 Products must be suitable to use and effective against the pathogens, (especially feline parvovirus (FIE) and ringworm)) for which the cats are at risk and under the conditions present in the environment in which they are used.
- E.4.2 Cleaning agents and disinfectants must be non-toxic to cats.

E.4.3 The compatibility of different bactericides, fungicides and virucides (if used together and/or with a detergent) must also be taken into account.

Manufacturers' recommended guidelines for use, correct dilutions and contact time for use in cleaning and disinfection products must be followed. Standing water must not be allowed to accumulate in areas around the cat units due to the possibility of pathogens residing in these moist environments.

Cleaning and disinfecting routines for units when cats are resident

- Litter tray hygiene is very important as cats may refuse to use trays if they are soiled; faeces is also a high risk source of infection for some feline diseases.
- Cats prefer clean, comfortable dry bedding. Bedding should not be a source of infection.
- Cats can ingest infective agents from dirty dishes and may excrete viruses themselves in saliva. Clean and disinfected dishes reduce the risk of disease.
- On a daily basis (and more often if necessary) the unit needs to be spot cleaned and any obvious food or waste removed, and all excreta and soiled material removed from all areas used by cats.
- Litter trays need to be cleaned and disinfected in a separate area away from food preparation.
- Food and water dishes need to be cleaned and disinfected, and not at the same time in the same sink or area as litter trays or other items soiled with body waste.

If only one sink is available, strict protocols need to be in place between use to ensure adequate disinfection after cleaning litter trays and before cleaning dishes, as faeces is the major source of many infective pathogens. Sinks need to be disinfected thoroughly between uses.

E.4.4 There must be cleaning and disinfection routines in place for day-to-day management of the cats and for ensuring a cat unit and all equipment is cleaned and disinfected effectively before a new cat comes in.

E.4.5 Each unit must be supplied with its own dustpan, brush and scoop, to be used exclusively in, and kept in that unit, until departure of the cat, and then cleaned and disinfected before re-use, or disposed of prior to the next resident.

E.4.6 Litter trays must be emptied and cleaned and disinfected at least once a day, or more frequently as necessary.

E.4.7 Beds and bedding material must be checked daily and be maintained in a clean, dry and parasite-free condition.

E.4.8 Drinking vessels must be changed/cleaned and disinfected at least once a day.

E.4.9 Grooming equipment must either be cleaned and disinfected between use on different cats, or be disposable. If provided by the owner, it must only be used on that cat and must be sent home with the cat.

E.4.10 Toys and scratch posts must be cleaned and disinfected between use for different cats, disposed of, or returned to the cat's owner (if they came in with the cat).

Handling cats

- Hand sanitiser dispensers should be available in all cat care areas and should only be used on clean hands. It should be noted that hand sanitisers are ineffective against some of the more dangerous pathogens (eg calicivirus) and cannot be relied upon as the sole means of hand sanitation. Washing of hands thoroughly or wearing of gloves is preferable.
- Fresh protective garments should be worn when handling vulnerable individuals. Kittens and young cats should be handled before adult cats.

E.4.11 Hygiene protocols must be observed between handling cats. Hands must be washed/disinfectant or hand sprays or alcohol gel used between handling of each cat.

E.4.12 Protective garments must be changed and laundered with an appropriate disinfectant/ disposed of immediately after handling a cat with a suspected infectious disease.

E.5 Vaccination, fleas, worms and other parasites

- There must be a policy for cats coming to the cattery having vaccinations against appropriate diseases (Occasionally there will be veterinary advice on a specific cat regarding vaccination and its health status and this should be taken into account).
- If owners have treated their cats for worms and fleas before entry to the cattery, the proprietor should note when this occurred and what products were used.

- E.5.1 An up-to-date veterinary health record must be seen to ensure that cats boarded have current vaccinations against feline parvovirus (feline infectious enteritis) (FIE) and against feline respiratory viruses (feline herpesvirus and feline calicivirus).
- E.5.2 Vaccination (including boosters) must have been completed, at the very least, 2 weeks before the cat's arrival in order to ensure maximum protection.
- E.5.3 Homoeopathic vaccination is not acceptable as it will not protect against infectious diseases.

E.6 Isolation facilities

- All establishments must have a means of providing isolation that will allow for the care of sick cats which develop signs of infectious diseases, to minimise the risk to other cats. How this is physically provided (ranging from being able to shut off an end unit of the cattery and using a separate door, to having a separate building) may vary. In many catteries the cat is taken straight to the vet (catteries are advised to check with the vet whether this service is available). If not, isolation protocols (below) must be observed.

- E.6.1 The area must provide separate, self contained facilities for the isolation of suspected infected cats and must have a separate entrance to the rest of the units.
- E.6.2 Separate cleaning supplies and clothing must be designated for the isolation area and other cattery sections.

E.6.3 Protective clothing and footwear must be worn when handling cats in the isolation facility, and sanitation protocols adhered to, to avoid the transmission of disease. Whilst in use, the clothing should be kept in the isolation unit and not be removed other than for cleaning and disinfection.

E.6.4 Hands must be washed/disinfected between handling cats.

E.6.5 Separate feeding and water bowls, litter trays, litter, a dedicated safe cat basket, bedding and cleaning utensils must be stored in the isolation unit ready for immediate use.

E.6.6 Any cats in the isolation facility must be checked regularly and unless a separate person is caring for them, they should be visited after the other cats.

E.6.7 A Standard Operating Procedure (SOP) for barrier nursing and information must be provided for staff.

E.6.8 Should a cat need to be removed from its unit, it must be carried in a secure and disinfected cat carrier, and the carrier disinfected after use.

E.6.9 In emergency cases, such as admission of unvaccinated cats because of owner hospitalisation, there must be provision to be able to place these animals in isolation.

E.7 Veterinary treatment and health care

- Access to veterinary care is vital for the cat, should it be required.
- If medication is necessary, it should only be used for the cat for which it is prescribed and following a veterinary surgeon's instructions.

F.7.1 A veterinary practice must be appointed for the establishment. The name, address and telephone number of the establishment's veterinary service must be displayed in a prominent position for staff.

E.7.2 Where cats require wiping of eyes, grooming or other cleaning regimes, these must be carried out frequently enough to keep the cat clean and comfortable providing it is safe to do so.

E.7.3 When a cat is suspected of being ill or injured (staff should be trained to recognise when a cat requires veterinary care), a veterinary surgeon must be contacted for advice immediately. Any instructions for treatment given by a veterinary surgeon must be strictly followed with further advice sought if there is ongoing concern.

E.7.4 Medicines must be stored safely, securely, at the correct temperature and labelled correctly according to manufacturer's instructions. Any unused medications must be returned to the owner or prescribing vet.

E.8 Holding units for temporary housing

- Routine use of holding units is not recommended as they are small (minimum size should be 1 m in each dimension) and are an additional source of cross infection to cats.

- Holding pens should only be used in exceptional circumstances ideally for no longer than 12 hours and not in areas where other cats are housed.

- The licensed capacity of the cattery does not include holding pens.

E.8.1 If, in an emergency, holding units/pens are used, they must not be sited in the reception.

E.8.2 Cats must be provided with a bed, litter tray, food and water.

E.9 Transportation of animals

- Transportation can increase risk for cats, both of disease (from unclean vehicles or carriers) or of escape. A vehicle can be viewed as an extension of the premises and therefore the same principles of hygiene, care and disease control apply. If the journey is long, appropriate resources must be provided.

E.9.1 Any transport legislation must be complied with.

E.9.2 Cats must be secured in durable carrying baskets any time they are transported/carried outside the cat unit (A spare cat carrier should be kept at the cattery for situations where owners do not arrive with their cat in a secure carrier).

E.9.3 All vehicles and equipment must be kept clean and disinfected after each collection or delivery.

E.9.4 Cats must not be left in vehicles except for transportation.

SECTION F – New Build

As knowledge and materials change, recommendations for better construction and care can change. For anyone undertaking a new build cattery the following advice and recommendations must be followed. When replacing (or adding to) parts of an existing cattery, new build must be followed.

NB.1 Cat units

- Previous smallest size units (for 1 cat) are considered difficult to clean and manage efficiently.
- Having 2 cat size units gives much greater flexibility for the cattery.

NB.1.1 Sleeping accommodation sizes

For new build the smallest unit must be large enough for up to 2 cats and to allow for adequate staff space for cleaning.

- Penthouse accommodation has a number of drawbacks in the cleaning and management of the cat and the units:
 - Cleaning adequately under the box can be difficult.
 - The box must not be too deep or the internal height of the sleeping box too high, in order to be able to clean it.

- Cleaning inside the sleeping box can be difficult and health and safety issues arise if the person doing the cleaning has to climb on a stool or climb into the box to reach the top or back.
- Cats in the box are at face height which could be potentially dangerous with an aggressive cat.
- Very young, old/infirm or disabled cats may find the ramp difficult /dangerous. It is advisable to have at least one full height unit for use for blind, old, infirm or severely disabled cats, or suitable provision made for these cats.

Full height, walk-in units – floor area and dimensions of sleeping accommodation			
New build – the minimum size must be as below (2 cats)			
	Minimum area	Smallest dimension must be a minimum of:	Minimum height
Up to two cats	1.5 m ²	1.2 m (eg 1.2m x 1.25 m wide)	1.8 m
Up to four cats	1.9 m ²	1.2 m (eg 1.2m x 1.6 m wide)	1.8 m

In new build

NB.1.2 Penthouse accommodation measurements for the exercise run must be taken from the front of the sleeping accommodation/box, not under the box.

NB.1.3 When measuring floor area, shelving areas must not be included.

NB.1.4 The box must be 0.9 m off the ground both to enable the area underneath to be cleaned effectively, and to enable a person to reach inside to clean the walls and ceiling of box.

Penthouse accommodation sleeping accommodation (box) – floor area and dimensions			
New build – the minimum size must be as below (2 cats)			
	Minimum area	Smallest dimension must be a minimum of:	Minimum height of box
Up to two cats	1.1 m ²	0.9 m (eg 0.9 m deep x 1.2 m wide)	1.8 m
Up to four cats	1.7 m ²	0.9 m (eg 0.9 m deep x 1.9 m wide)	1.8 m

Exercise run sizes

Full height, walk-in units and penthouse accommodation exercise run			
New build – the minimum size must be as below (2 cats)			
	Minimum area	Smallest dimension must be a minimum of:	Minimum height
Up to two cats	2.2 m ²	1.20 m (eg 1.2 m x 1.85 m)	1.8 m
Up to four cats	2.8 m ²	1.20 m (eg 1.20 m deep x 2.35 m)	1.8 m

Sneeze barriers

In new build sneeze barriers must be at a minimum, translucent (Allowing light to pass through, but only diffusely, so that objects on the other side cannot be clearly distinguished) to reduce stress caused by cats seeing one another. Opaque barriers are acceptable but may cut down on the light entering the cattery.

Gaps between units

In new build where gaps between units are used as disease control, one side of the gap must have a full height, full width translucent sneeze barrier.

Hygiene facilities

In new build there must be separate sinks for cleaning of litter trays and feeding utensils.

Materials

In new build any wood to which the cat has access must be clad with an impervious smooth material to prevent damage and make cleaning and disinfection easier.

Noise

If a new cattery is being built near existing kennels serious consideration must be given to positioning of the building to minimise the level of noise from the dogs which can be very stressful to cats.

Annex A

LICENCE CONDITIONS INSPECTION SHEET FOR CAT BOARDING ESTABLISHMENTS										Tick boxes ✓/x
Name of Cattery	Date of Inspection		Boarding		Rescue	Breeding				
Address of Cattery	Person seen	Signature		Part Inspection	Full Inspection	Overall score				
	Inspectors name(s)	Cattery Vet details displayed					Accident Book (H&S)	Emergency Contact displayed		
Licence on Display	Insurance	Pest Control policy/contract								
Has copy of Licence Con & Legislation	Register and Back up									

Outdoor Cattery	Indoor Cattery	Semi-outdoor/indoor	Full height Unit (walk-in)	Penthouse Style Unit	Home boarding
Timber	PVCu	Fibreglass	Other	Number Units	

Index

Identification code	Section	Notes	Range	Score	Range	Score
A	Environment	Cattery Unit: Drainage: Exercise Run: Fire/Emergency: Interior Surfaces: Lighting: Litter Trays: Roofing: Safety C: Sizes: Sneeze Barriers and Shelving: Temperature: Ventilation				
B	Diet	Drinking: Eating: Refrigeration: Storage of foods: Washing equipment				
C	Behaviour	Scratching: Long stay cats: Environmental enrichment: Toys:				
D	Company	Multi-Cat Units: Monitoring: Shared cats				
E	Health and Welfare	Cleaning: Disease Control: Hygiene Practices: Holding Units: Isolation: Monitoring Cats: Records/S.O.Ps: Register: Transport				
Rating	0	Does not meet the minimum standard				
Rating	1	Meets standard, but with noticeable limitations	0 - 56	0	114 - 170	2
Rating	2	Meets the standard	57 - 113	1	171+	3
Rating	3	Exceeds the standard	N/A = 2			

Annex A

Area	Identification Code	Description	√	x	Score	Actions or Comments	Done √
Records	A.5.1/2	Written emergency plan and risk assessment					
Records	C.3.1	Long stay cats S.O.Ps					
Records	D.3.1	Multi-cat unit consent					
Records	E.1	Monitoring cats					
Records	E.2	Register and Back-up					
Records	E.3.4	S.O.Ps					
Records	E.5.1 - E.5.3	Vaccinations					
Records	E.6.7	Barrier nursing S.O.Ps					
Records	E.7.1	Veterinary details/displayed					
Records	A.5.1 - A.5.5.5	Fire and other emergencies					
Records	A.3.7	Temperature records					
Records	D.2.1	Monitoring of cats for human contact					
Records	D.3.1	Multi-Cat Unit consent					
Kitchen/Eating	B.2.1	Exclusive facilities					
Kitchen	E.3.2	Cleanliness					
Kitchen/Eating	B.2.2	Refrigeration					
Kitchen/Eating	B.2.3	Washing equipment					
Kitchen/Eating	B.2.4	Storage of foods					
Kitchen/Eating	B.2.5 - B.2.7	Feeding regime					
Page Total							

Annex A

Area	Identification Code	Description	√	x	Score	Actions or Comments	Done √
Cattery Unit	A.1.1 – A.1.4	Sound and safe construction					
Cattery Unit	A.3.1, A.3.5 – A.3.6	Sleeping accommodation sizes					
Cattery Unit	A.1.5	Sharp edges/Other hazards					
Cattery Unit	A.1.6 – A.1.8, A.2.12	Secure windows, doors & fencing					
Cattery Unit/Drainage	A.1.12 – A.1.14	Drainage/Drain covers					
Cattery/safety corridor	A.1.15	Escape-proof area					
Cattery/safety corridor	A.1.16 – A.1.18, 21	Corridor width/secure doors					
Cattery/safety corridor	A.19	Flooring					
Cattery/safety corridor	A.1.22	Lighting					
Cattery/Sneeze B	A.4.7 – A.4.8	Sneeze Barriers					
Cattery/Roofing	A.1.24	Safe and Waterproof roofing					
Cattery/Lighting	A.2.2	Adequate lighting					
Cattery/Ventilation	A.2.3	Ventilation/Draughts					
Cattery/Interior	A.2.4 – A.2.10	Good repair, clean & sealed joints					
Cattery/Accessing	A.2.1, A.2.12	Sharing Units/Numbered Units					
Cattery/Temperature	A.3.7	Max-Min Thermometer					
Cattery/Temperature	A.3.11 – A.3.14	Safe Appliances					
Cattery/Temperature	A.3.15	Waterproof sockets					
Cattery/Bedding	A.3.17 – A.3.19	Bedding materials					
Cattery/MultiCat Units	D.3.1 – D.3.6	Facilities and monitoring of multi-cat units					
Page Total							

Annex A

Area	Identification Code	Description	√	x	Score	Actions or Comments	Done √
Cattery/Litter Trays	A.2.13 – A.2.18	Suitable litter tray cleanliness & position					
Cattery/Shelving	A.3.1 – A.3.4	Sleeping accommodation and shelving					
Cattery/Exercise Run	A.4.6	Exercise Run sizes					
Cattery/Exercise Run	A.3.20	Access to Run					
Cattery/Exercise Run	A.4.1 – A.4.4	Clean and secure Run					
Cattery/Exercise Run	A.4.9 – A.4.12	Shelving in Run					
Cattery/Scratching	C.1.6 – C.1.7	Scratching Posts					
Cattery/Behaviour	C.1.6	Toys/Environmental enrichment					
Cattery/Behaviour	C.1.4	Hiding places					
Cattery/Company	D.1.1	Cats from different households					
Cattery/Hygiene	E.4.1	Cleaning products					
Cattery/Cleaning	E.4.5	Dust pan, brush and scoop					
Handling Cats	E.4.11 – E.4.12	Hygiene protocols and protective garments					
Health Care	E.7.3 - E.7.4	Veterinary instruction/legislation					
Holding Units	E.8	Facilities					
Isolation	E.6.1 – E.6.5	Cleanliness and procedures for use					
Transport	E.9	Use of vehicles for transportation					
Page Total							
OVERALL SCORE							

Annex B

Emergency and Evacuation Plan

Introduction

All appropriate steps will be taken for the protection of the cats in case of fire or other emergency. Animal Boarding Establishments Act 1963 section 1 (3) (d).

There should be an Emergency Evacuation Plan (EEP) and fire warning procedure in place. This should be posted where staff may become familiar with it. This procedure should include instructions dealing where cats are to be evacuated to and contingency for their accommodation/care if the premises are rendered unsafe or unsuitable.

Prior to formulating an Emergency and Evacuation Plan carry out a Fire Risk Assessment (FRA) to identify any potential fire risk hazards within your establishment.

Emergency situations and the requirement to evacuate from the establishment can arise from a number of situations like: Fire, Flooding, Damage to building, Power failure and disease.

Being prepared and planning a simple but well understood procedure to be carried out in the event of an emergency is essential to offer maximum protection for you, your staff and the animals in your care. This need not be a lengthy document but should include a plan of the site giving exit points, location of telephone, emergency equipment (fire extinguishers and storage of baskets/cages) RVP and designated holding area for cats. The emergency contact details of a supervisor or the proprietor and the establishments Veterinary Surgeon should also be displayed.

Fire fighting equipment and detectors must be properly maintained. All electrical installations and appliances must be maintained in a safe condition. There should be a residual current circuit breaker system on each cattery block for the premises. Heating appliances should not be sited in a location or manner where they may present a risk of fire/risk to cats. Precaution should be taken to prevent any accumulation of material which may present a risk of fire.

Fire Risk Assessment

1. Identify potential fire risk hazards in the workplace
2. Decide who might be in danger (staff, Visitor, animal) in each area
3. Evaluate the risks arising from hazards and what can be done
4. Record your findings
5. Keep assessment under review

There should be adequate means of raising an alarm in the event of a fire or other emergency. In the event of a fire breaking out within your establishment, remember that your safety and those of your staff is of prime importance and no risks should be taken which may compromise any person's safety. No task in tackling the fire or evacuating animals should be undertaken unless it is safe to do so.

Upon Discovery of Fire

- Leave fire area immediately
- Close all doors behind you
- Alert occupants of building by sounding alarm (if present) or yell "Fire"
- Telephone Fire and Rescue Services dialling 999 from a safe location
- Evacuate animals when it is safe to do so to the designated holding area
- Use exit to leave building

Upon Hearing of a Fire Condition

- If safe, staff can assist with evacuating animals /occupants
- Leave building via nearest safe exist
- Close doors behind you
- Remain Calm
- Proceed to the designated RV area

Fire and Evacuation Action Plan

Planning Your Escape	<p>You only have a short time to get out so prepare a plan of escape in advance rather than waiting until there is a fire or evacuation of the establishment. Think of another way out in case the normal route is blocked.</p> <p>Know where door and window keys are kept.</p> <p>Know where spare baskets/ cages are stored.</p> <p>Know where the RVP/Holding areas are.</p>	
If You Discover a Fire		<p>Leave fire area immediately.</p> <p>Close all doors behind you.</p> <p>Sound the alarm and call 999 from any phone.</p> <p>Stay calm, speak clearly and listen to the operator.</p> <p>Where safe to do so, assist others to evacuate and remove animals to the safe holding area.</p> <p>If there is a fire elsewhere in the establishment, stay where you are and await instructions or if you have to move remember to check doors with the back of your hand before opening. If it feels warm, do not open it and go another way.</p> <p>If there is a lot of smoke, crawl along floor where the air will be cleaner.</p> <p>If in doubt – Get out, Stay out and get the Fire & Rescue Services Out.</p>
Contacts in an Emergency	<p>(enter details here)</p> <ul style="list-style-type: none"> • Proprietors name and Telephone Number(s) • Supervisor's Name and Telephone Number(s) • Establishments Veterinary Surgeons Name(s) and Telephone Number(s) 	<p>(enter details here)</p> <ul style="list-style-type: none"> • Telephone at (enter location) • Emergency equipment at (enter location) • RVP at (enter location) • Animal Holding area at (enter location) • Fire Extinguishers located at (enter location) • Keys kept at (enter location)
<p>RVP = Rendezvous Point</p>		

The onus is upon the cattery to ensure adequate fire prevention precautions are in place.

It is recommended that plans and details for large catteries are lodged with the police and fire authorities. Fire prevention advice may be sought from the Fire Prevention Officer based at your local fire station. This officer can give advice on fire drills, fire escapes, equipment and should be consulted when new buildings are constructed or existing buildings modified.

Smoke detectors are recommended and you must make sure that Fire Detection and fighting equipment are easily accessible and regularly tested. Exit routes should be kept clear. Staff should be familiar with the fire evacuation procedure by use of fire drills and how to use the fire extinguishers.

The Fire Precautions (Workplace) Regulations 1997 place a duty on employers to carry out a risk assessment for the premises not covered by a fire certificate.

Useful Contacts

Chartered Institute of Environmental Health

Chadwick Court, 15 Hatfields, London SE1 8DJ

Telephone: 020 7928 6006

www.cieh.org

British Veterinary Association

7 Mansfield Street,

London W1G 9NQ

Telephone: 020 7636 6541

Email: bvahq@bva.co.uk

www.bva.co.uk

Pet Industry Federation

Bedford Business Centre,

170 Mile Road, Bedford MK42 9TW

Telephone: 01234 273 933

www.petcare.org.uk

Royal Society for the Prevention of Cruelty to Animals

RSPCA Enquiries Service, Wilberforce Way,

Southwater, Horsham, West Sussex RH13 9RS

Telephone: 0300 1234 555

www.rspca.org.uk

Cats Protection

National Cat Centre

Chelwood Gate, Haywards Heath

Sussex RH17 7TT

www.cats.org.uk

International Cat Care

Taeselbury High Street, Tisbury,

Wiltshire SP3 6LD

Telephone: 01747 871872

Email: info@icatcare.org,

www.icatcare.org

Dogs Trust

17 Winkley Street, London EC1V 7RQ

Telephone: 0207 833 7685

Email: info@dogstrust.org.uk

www.dogstrust.org.uk



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Appendix 3 - Current standard conditions for catteries

Animal Boarding Establishments Act 1963

Licence Conditions (Cats)

Unless otherwise stated, these conditions shall apply to all buildings and areas to which cats have access and/or which are used in association with the boarding of cats. The term "unit" relates to the individual unit of accommodation for each cat, including bedding and exercise area.

1. The maximum number of cats to be kept at any one time is.....(To be determined by the Local Authority). This relates to the number and size of the units. Each cat must be provided with a separate unit except cats from the same household who may share a unit with the written consent of the cats' owners subject to the unit size being adequate.
2. No animals other than cats are to be boarded within the licensed facilities without the written approval of the local authority. Any animals kept for other purposes must be completely separate from the cats being boarded.
3. All units must be of substantial construction and provide damp proof protection for the weather.
4. All exterior wood must be properly treated against wood rot. No product to be used that contains any substance toxic to cats.
5. All internal surfaces used in the construction of walls, floors, partitions, doors and doorframes to be durable and impervious. There must be no projections liable to cause injury.
6. It must be nose and paw/claw proof and safe for the animals within
7. Sleeping areas of units must be so insulated as to prevent extremes of temperature.
8. The construction must be such that the security of the cat is ensured.
9. All areas to which cats have free access must be roofed with impermeable material.
10. Where the gap between units is less than 2 feet sneeze and hygiene screens must be provided to a minimum height of 1.0m (3'3"). The same protection must be provided to adjoined raised shelving etc.
11. Drainage must not pass towards sides and partitions, so that contamination does not pass between units. Litter trays must be adequate in positions to avoid cross contamination.
12. Doors must be strong enough to resist impact and scratching and must be close fitting and capable of being effectively secured.
13. Where plastic doors with metal edging are used, the strip metal edges must be adequately shaped and smoothed to prevent injury to the cat.
14. All windows must be escape proof at all times. Such windows must be protected by weld mesh, or be made of reinforced glass, polycarbonate or other impact resistant material.
15. Each unit must be provided with a sleeping area of, at least, 0.85 sq. (9sq. ft) for a single cat, or 1.5 sq. (16 sq. ft) for up to a maximum of three cats from the same household. Suitable bedding equipment, which allows the cat to be comfortable and which is capable of being easily and adequately cleaned and sterilised must be provided. Such equipment must be sited out of draughts. Bedding material must be maintained in a clean, parasite free and dry condition. This applies when owners provide their own bedding material.
16. The sleeping area must have a minimum height of 0.9m (3ft)

17. Each unit must be provided with an exercise area of, at least, 1.7sq m (18sq. ft) for a single cat, or 3.0 sq. m from the bedding area and exclusive to that pen. There must be free and easy access for the cat between the bedding and exercise area at all times, except when bedded down for the night. This entire area must be roofed.
18. Units must have a minimum height of 1.8m (4 sq. ft), although 6 ft is recommended.
19. Where a group exercise policy is followed, the owners of the cats must be informed and an agreement obtained in writing.
20. Where a group exercise policy is followed, a maximum number of 10 cats are to be exercised together at any one time. This exercise period is to be closely supervised to prevent fighting/injuries.
21. Units must open onto secure corridors or other secure areas so that cats are not able to escape from the premises.
22. Exercise areas must not be used as bedding areas.
23. The establishment must be connected to mains drainage or an approved, localised sewage disposal system.
24. The bedding area of the unit must be maintained at a temperature of between 10C (50F) and 26C (79F).
25. In isolation units there must be a means of maintaining the temperature at a level suitable for the condition of the cat, and dependent on veterinary advice. However, the temperature in the isolation unit must not be allowed to rise above 26C (79F) or fall below 13C (60F).
26. A "minimum – maximum" thermometer must be provided in each unit block and isolation unit.
27. Permanent ventilation must be provided to the animal quarters without the creation of excessive draughts.
28. Adequate artificial lighting must be provided to all areas of the establishment, so positioned as to constitute no danger to the cats.
29. All parts of the establishment must be kept clean and free from accumulations of dirt and dust and must be kept in such a manner as to be conducive to maintenance of disease control and cat comfort.
30. Litter trays containing approved material, which are easy to clean and impermeable must be provided. These must be emptied and cleaned in the morning and changed if necessary at any time during the day if found to be unduly soiled.
31. All bedding areas must be kept clean and dry.
32. Each unit must be thoroughly cleansed and disinfected upon vacation or every seven days whichever is the shorter. All fittings and bedding must also be thoroughly cleansed and disinfected prior to re-use.
33. Facilities must be provided for the proper reception, storage and disposal of all waste in accordance with legal requirements. Particular care should be taken to segregate clinical waste arising from the treatment and handling of cats with infectious diseases and the final disposal route for all such waste must be incineration.
34. All vehicles used by the establishment for the transportation of cats must be kept clean and disinfected. Cats must be transported in cages / baskets or boxes of adequate size and construction (including sneeze barriers to control the spread of infectious diseases), and be provided with adequate ventilation. All vehicles must be secure. Legal requirements concerning transport of animals must be complied with.
35. All boarded cats must be adequately supplied with suitable food. Wholesome water must be available at all times and changed as needed, at least daily. Eating and drinking vessels must be

secured to prevent spillage and be capable of being easily cleaned and sterilised and must be maintained in a clean condition.

36. Eating vessels must be cleaned after each meal.
37. Drinking vessels must be cleaned at least once daily.
38. Facilities must be provided for the storage and preparation of food for the cats.
39. Food storage and preparation areas must be hygienically constructed and be kept clean.
40. Where fresh and cooked meats are stored, refrigeration facilities must be provided and contamination must be avoided.
41. A sink with hot and cold water must be provided for the washing of food equipment and eating vessels. A wash hand basin with hot and cold water must also be provided for staff use.
42. Containers must be provided for the storage of foods and shall be so constructed and kept in such good order, repair and condition as to be proof against insects and other pests.
43. Eating and drinking vessels must be provided; these must be of a material which is capable of being easily cleansed and sterilised.
44. Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites among cats, staff and visitors.
45. Cats boarded or resident must be accompanied by an up to date record of vaccinations against infectious feline enteritis, feline respiratory disease and other relevant diseases. Vaccination must have been completed at least 4 weeks before the first date of boarding. This record of vaccination must be kept on site throughout the period that the cat is boarded. A shorter period of time is acceptable if suitable veterinary evidence is provided based on manufacturers instructions.
46. Adequate isolation facilities must be provided.
47. These isolation facilities must be in compliance with the other boarding requirements but must be separate and physically isolated from the main units. Isolation facilities must be used where the presence of infectious or contagious disease is suspected.
48. Adequate facilities and procedures to prevent the spread of infectious disease between the isolation unit and other units, must be provided.
49. Measures must be taken to keep establishments free of rodents, insects and other pests and cats free from external parasites.
50. The establishments veterinary surgeon must be called in case of signs of disease, injury or illness. Where any cat is sick or injured, any instruments for its treatment which have been given by a veterinary surgeon must be strictly followed.
51. Any deaths of cats on the premises must be referred immediately to the establishments veterinary surgeon and the local authority inspector.
52. A well stocked first aid kit suitable for use on cats must be available and accessible on site.
53. A register must be kept of all cats boarded. The information kept must include the following:-
 - date of arrival and unit number
 - name of cat, and any identification marks
 - description, breed, age and sex of cat
 - name, address and telephone number of contact person whilst boarded
 - name, address and telephone number of cat's veterinary surgeon
 - anticipated date and actual date of departure
 - health, welfare and nutritional requirements.

54. Records must be kept available for a minimum of 24 months and kept in such a manner as to enable an authorised officer to easily access such information. Where records are computerised, a hard copy must be kept. The register must also be available to members of staff of the establishment at all times.
55. Each unit must be clearly and permanently numbered, and must carry a notice giving the name of the owner, the name and description of the cat, it's date of arrival and date of departure.
56. A fit and proper person aged 18 or over must be always available to exercise supervision and deal with emergencies whenever cats are boarded at the premises. Cats must be visited at regular intervals, at least 3 times daily, as necessary for their health, safety and welfare. No person under 18 must have control or supervision of the premises or cats.
57. Appropriate steps must be taken for the protection of the cats in case of fire or other emergencies. The name, address and telephone number of the licensee must be permanently displayed on the premises and must also be logged with the police and fire authorities. Fire protection advice must be sought from the Fire Prevention Officer and implemented.
58. A proper emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include an instruction as to where the cats are to be evacuated to in the event of a fire or other emergency.
59. Fire fighting equipment must be provided in accordance with any advice given by the Fire Prevention Officer.
60. All electrical installations and appliances must be maintained in a safe condition.
61. Heating appliances must not be sited in a location or manner where they may present a risk of fire, or a risk to cats.
62. Precautions must be taken to prevent any accumulation, which may present a risk of fire.
63. There must be adequate means of raising an alarm in the event of fire or other emergency.
64. A written training policy must be provided. Systematic training of staff must be demonstrated to have been carried out, including Animal Welfare, Cleanliness and hygiene, Feeding and food preparation, Disease control, First aid, Health and safety and emergency procedures.
65. A copy of the license and its conditions must be suitably displayed to the public in a prominent position in, on or about the boarding establishment.

Appendix 4 – Example Conditions for Dog Boarding Establishments

APPENDIX 4

Licence Conditions For Home Boarding/Day Sitting (Dogs)

1) Introduction

a) Unless otherwise stated, these conditions shall apply to all buildings and areas to which dogs have access and/or which are used in association with the boarding of dogs.

b) Normally planning permission will not be required for the home boarding of animals on the scale proposed, however should complaints be received because of particular noise or odour problems, then the Council reserves the right to consider whether there has been a change of use which requires a planning application to be submitted.

c) The Licensee shall ensure that the establishment is covered by adequate and suitable public liability insurance and, where necessary, adequate and suitable employers liability insurance.

d) No dog registered under the Dangerous Dogs Act 1991 shall be accepted for home boarding.

e) Dog hybrids registered under the Dangerous Wild Animal Act 1976 (e.g. Wolf Hybrids) are not to be accepted for home boarding.

f) Entire males and bitches in season or bitches due to be in season during the boarding, shall not be boarded together or boarded with resident dogs. Puppies under 6 months of age shall not be boarded with other dogs, including resident dogs, unless they are suitably vaccinated and difficulties have not been identified during a trial socialisation period.

2) Licence Display

a) A copy of the licence and its associated conditions shall be suitably displayed to the public in a prominent position in, on or about the premises or made available to each boarder.

3) Numbers Of Animals

a) The maximum number of dogs to be kept at any one time is dependant on inspection of the premises by The City of London Vet. A maximum number shall be specified on any licence granted.

b) Only dogs from the same household may be boarded at any one time. Dogs shall not be boarded with any cat, unless they normally live together in the same household.

Note: Condition 3(b) is intended to protect the safety of the dogs and to protect the licensee from any claim for a dog attack, injury, etc. As dogs in home boarding situations have the freedom to move around, there are risks that are not present in

boarding kennels. For example, if dogs that are strangers to each other are left unattended, there is the potential for one dog to turn on another (e.g. over feeding time, or to become protective over an area/corner of a room). The Licensing Authority may relax this requirement provided the licensee is able to meet a number of additional requirements/licence conditions.

Examples of additional requirements include:

- Specific written consent of each household showing confirmation that they are content for their dogs to be boarded with others.
- A mandatory, trial (documented) familiarisation session for all dogs prior to stay.
- Separation of dogs from different households in secure areas when left unattended.
- Separate feeding of dogs to minimise the likelihood of dispute and aggression.

Both the overall number of dogs to be boarded, and the number of dogs from different households to be boarded, will usually be dependent on the size of the premises and outside area. As with any decisions relating to the number of dogs allowed to be boarded, consideration is also given to whether the premises are constructed to allow:

- Adequate space for dogs (condition 4.3)
- Sufficient space available to be able to keep dogs separately if required (condition 4.5)
- The separation of dogs showing signs of disease (condition 5.6.1). Measures put in place to ensure disease control will be particularly important in circumstances where dogs from more than one household can be boarded together. To minimise the risk and spread of disease, it is vital that all dogs have current vaccinations against all relevant diseases (as stated in condition 5.5.2).

It is also recommended that the Licensee check that their Public Liability Insurance company will cover dogs boarded from different households.

c) Where there is a resident dog or cat kept at the household, written consent from the owners of the boarded dog shall be gained following a trial familiarisation session.

d) The Licensee will be required to make an assessment of the risks of home boarding to include the risk to or caused by children who are likely to be at the property.

4) Construction

a) Dogs shall live in the home as family pets. There shall be no external construction of buildings, cages or runs.

b) The premises shall have its own entrance and shall not have shared access e.g. communal stairs.

c) There shall be adequate space, light, heat and ventilation for the dogs.

d) As far as reasonably practicable all areas/rooms within the home to which boarded dogs have access, shall have no physical or chemical hazards that may cause injury to the dogs.

e) There shall be sufficient space available to be able to keep the dogs separately if required.

f) If a collection and delivery service is provided, a suitable vehicle with a dog guard or cage in the rear shall be provided.

5) Management

a) Training

i) A written training policy for staff shall be provided. Systematic training of staff shall be demonstrated to have been carried out.

b) Cleanliness

i) All areas where the dogs have access to, including the kitchen etc shall be kept clean and free from accumulations of dirt and dust and shall be kept in such a manner as to be conducive to maintenance of disease control and dog comfort.

ii) All excreta and soiled material shall be removed from all areas used by dogs at least daily and more often if necessary. Disposal facilities for animal waste shall be agreed with the Licensing Authority.

iii) All bedding areas shall be kept clean and dry.

iv) Facilities shall be provided for the proper reception, storage and disposal of all waste. Particular care should be taken to segregate clinical waste arising from the treatment and handling of dogs with infectious diseases. The final route for all such waste shall comply with current waste regulations.

v) Measures shall be taken to minimise the risks from rodents, insects and other pests within the premises.

c) Food And Water Supplies

i) All dogs shall have an adequate supply of suitable food as directed by the client.

ii) Fresh drinking water shall be available at all times (unless advised otherwise by a veterinary surgeon) and the drinking vessel cleaned daily. The water shall be changed at least twice a day.

iii) Clients shall be encouraged to provide each dog with its own bedding, bowls, grooming materials etc. These items shall be cleaned regularly to prevent cross-infection. The Licensee however should also be able to provide extra bedding material.

iv) Where necessary, eating and drinking vessels shall be provided, and where so, they shall be capable of being easily cleansed and disinfected to prevent cross-contamination. They shall also be maintained in a clean condition. Feeding bowls shall be cleaned or disposed of after each meal and each dog shall be provided with its own bowl.

d) Kitchen Facilities

i) Airtight containers shall be provided for the storage of dry foods. Uncooked food and the remains of opened tins shall be stored in covered, non-metal, leak proof containers in the fridge.

ii) All bulk supplies of food shall be kept in vermin proof containers.

e) Disease Control And Vaccination

i) Adequate precautions shall be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors.

ii) Proof shall be provided that boarded and resident dogs have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L. canicola* and *L. icterohaemorrhagicae*) and Canine Parvovirus and other relevant diseases. The course of vaccination shall have been completed at least four weeks before the first date of boarding or in accordance with manufacturer instructions. A record that this proof has been supplied shall be kept on-site throughout the period that the dog is boarded.

iii) Advice from a veterinary surgeon shall be sought in case of signs of disease, injury or illness. Where any dog is sick or injured, any instructions for its treatment, which have been given by a veterinary surgeon, shall be strictly followed.

iv) A well-stocked first-aid kit suitable for use on dogs shall be available and accessible on site.

v) The Licensee shall be registered with a veterinary practice that can provide 24-hour help and advice. The clients own veterinary practice shall be known and consulted if necessary.

vi) Precautions shall be taken to prevent the spread of fleas, ticks, intestinal parasites and other parasites in both boarded and resident dogs. Proof shall be maintained of all routine and emergency treatment for parasites.

vii) The premises shall be regularly treated for fleas and parasites with a veterinary recommended product.

viii) Veterinary advice shall be sought in relation to cleaning substances so that they or their fumes cannot be harmful to an animal.

f) Isolation And Contagious Disease Outbreak.

i) Dogs showing signs of any disease or illness shall be isolated from any other dogs until veterinary advice is obtained. There shall be sufficient facilities within the licensed premises to ensure effective separation of any sick animal.

ii) The Licensee shall inform the Licensing Authority on the next working day if a dog develops an infectious disease.

iii) Following an episode of infectious disease during any stay, the premises shall undergo a reasonable quarantine period before new boarders are admitted. This period will be specified by the Licensing Authority as agreed with their authorised veterinary surgeon.

iv) The Licensing Authority shall be informed of any animal death on the premises. The Licensee shall make arrangements for the body to be stored at a veterinary surgeons premises until the owners return.

g) Register

i) A register shall be kept of all dogs boarded. The information kept shall include the following:

(1) Date of arrival

(2) Name of dog, any identification system such as microchip number, tattoo

(3) Description, breed, age and gender of dog

(4) Name, address and telephone number of owner or keeper

(5) Name, address and telephone number of contact person whilst boarded

(6) Name, address and telephone number of dog's veterinary surgeon

(7) Anticipated and actual date of departure

(8) Proof of current vaccinations, medical history and requirements

(9) Health, welfare nutrition and exercise requirements

ii) Such a register is to be available for inspection at all times by an officer of Licensing Authority, veterinary surgeon.

iii) The register shall be kept readily available for a minimum of 2 years and kept in such a manner as to allow an authorised officer easy access to such information.

iv) If medication is to be administered, this shall be recorded.

v) Where records are computerised, a back-up copy shall be kept. The register shall also be available to key members of staff of the establishment at all times.

h) Supervision

i) A fit and proper person with relevant experience shall always be present to exercise supervision and deal with emergencies whenever dogs are boarded at the premises. This person shall not have any conviction or formal Cautions for any animal welfare related offence.

ii) Dogs shall be visited at regular intervals, as necessary for their health, safety and welfare, and shall not be left unattended for longer than 3 hours at a time and then not on a regular basis.

iii) No home where there are children under 5 years of age will be licensed.

iv) Only people over 16 years of age are allowed to walk the dogs in public places.

i) Exercise

i) Dogs shall be exercised in accordance with their owner's wishes. If dogs are taken off the premises, they shall be kept on leads unless with the owners written permission.

ii) There shall be direct access to a suitable outside area. The area / garden shall only be for use by the homeowner (not shared with other residents). The area shall be kept clean.

iii) The exercise/garden area of the premises and any other area to which the boarded dogs may have access, shall be totally secure and safe. Fencing shall be adequate to offer security to prevent escape and be safe, with no dangerous sharp objects or protrusions. Gates shall be able to be locked.

iv) If there is a pond, it shall be covered to avoid drowning.

v) Dogs shall wear a collar and identity tag during their time in boarding. The tag shall display the name, address and telephone number of the boarding premises.

vi) The Licensing Authority shall be informed on the next working day if a dog is lost.

j) Fire / Emergency Precautions

i) Appropriate steps shall be taken for the protection of the dogs in case of fire or other emergencies.

ii) The occupier of the property shall be aware of the location of the dogs in the property at all times.

iii) Careful consideration needs to be given to the sleeping area for dogs to ensure that they can be easily evacuated in the event of a fire, without putting the occupiers of the property at risk.

iv) A fire warning procedure and emergency evacuation plan – including details of where dogs are to be evacuated to in the event of a fire or other emergency - shall be drawn up, brought to the attention of those involved in the home boarding arrangements and/or displayed in a prominent place on the premises. The Licensee shall have suitable arrangements for the temporary boarding of dogs in the event that the licensed premises is rendered uninhabitable.

v) Fire detection equipment shall be provided in accordance with general advice given by the Fire Safety Officer. The home shall have at least 2 working smoke detectors located at the top & bottom of the staircase, or other appropriate location.

vi) All doors to rooms shall be kept shut at night.

vii) All electrical installations and appliances shall be maintained in a safe condition. No dog shall be left in a room with loose or trailing cables or wires.

viii) All heating appliances shall be free of risk of fire as is reasonably practicable. There shall be no use of freestanding gas or oil appliances.

ix) A relative, friend or neighbour within 5 minutes travelling time shall have a spare set of keys and access to the premises in case of an emergency. These details shall be made available to the Licensing Authority.

Appendix 5 – Example Conditions of Cat Boarding Establishments

Licence Conditions for Cat Boarding Establishments

Standard Licensing Conditions for Keeping Boarding Establishments for Animals (Cats)

Animal Boarding Establishments Act 1963

Introduction

The Animal Boarding Establishments Act 1963 does not allow for boarding catteries to operate without a licence from the local authority. Licences are issued subject to conditions which are designed to secure the welfare of the cats boarded by securing the following objectives laid down in the Act:

- that cats are kept in accommodation suitable in respect of construction, size, temperature, lighting, ventilation and cleanliness
- that cats are adequately supplied with suitable food and drink, and are visited at suitable intervals
- that cats are kept secure
- that reasonable precautions are taken to prevent the spread of infectious disease
- that appropriate steps be taken in the event of an emergency
- that a register is kept of cats boarded
- that a suitable consistent level of management is maintained

The standard licence conditions are based on work by the Chartered Institute of Environmental Health and with the help from the British Veterinary Association, Feline Advisory Bureau, Pet Trade and Industry Association and the Association of District Councils.

Your cattery will need to comply with the licence conditions as a basic minimum standard before a licence is granted. The guidance notes are provided to give further explanation of the conditions. Experience has shown that investment in a good design and high standard of construction at the beginning will save much time, trouble and money later because of the ease that cleaning and maintenance can be achieved.

It is also important to consider the health and safety of staff and visiting members of the public and what the legal requirements are regarding waste disposal, noise and odour nuisance.

A boarding establishment for cats means carrying on at premises of any nature of a business of providing accommodation for other peoples cats.

Unless otherwise stated, these conditions will apply to all buildings and areas to which cats have access and/or are used in association with the boarding of cats.

Use of the term unit refers to combined sleeping and individual exercise areas.

Licence Display

A copy of the licence and its conditions must be suitably displayed to the public in a prominent position in, on or about the boarding establishment.

Other legislation and issues to be taken into consideration by cattery owners are:

Notes: It is essential that customers and those responsible for premises management are aware of the licensing conditions.

If displayed externally, the licence and its conditions should be protected from the weather; preferably the licence should be displayed in the reception area.

The number of cats for which the premises is licensed and the number of isolation and holding units will be specified on the licence. Guidance to their numbers is found in the notes.

Insurance Notes: Adequate insurance indemnity should be arranged by the operator of the premises. This should be maintained at a sufficient level to cover the maximum number of cats boarded. Several companies offer policies specific to animal boarding establishments. Details are often advertised in pet publications.

Proprietors of animal boarding establishments are able to insure purely the liability aspect by taking out third party liability cover. In addition, you can insure against veterinary fees for accident and illness, death from accident, death from illness and loss from theft and straying. You must insure against public liability.

Employers Liability Insurance is mandatory for boarding establishment owners who employ staff; Employers Liability (Compulsory Insurance) Act 1969.

Certificates of insurance must be prominently displayed.

Staff Facilities: Notes: Adequate toilet and washing facilities must be available for staff in accordance with health and safety requirements.

An adequate first aid kit must be available for staff use.

Staff should be adequately trained in the safe handling of cats, emergency procedures to be followed and all other aspects of the licensing conditions that are pertinent in their work. Staff should also be regularly vaccinated against Tetanus.

Establishments Receiving Both Dogs and Cats

Notes: When the granting of the licence is being considered by the local authority, there will be a presumption against cats and dogs being kept within sight of each other unless good reason can be made otherwise (see standard licence conditions and guidance for dog boarding establishments).

Construction

General

The establishment must, at all times be laid out and operated in accordance with the approved plan, to be attached to the licence, before carrying out any alterations, plans must be submitted to and approved by the licensing officer of the local authority:

- all new units must be built on a concrete base with a damp proof membrane to Building Regulations standards. This should have a minimum fall of 1 in 80 (see 2.3.2)
- all exterior wood must be smooth and properly treated against wood rot. Only products, which are not toxic to cats, may be used
- all internal surfaces used in the construction of walls, floors, partitions, doors and door frames to be durable, smooth and impervious. There must be no projections or rough edges liable to cause injury
- sleeping areas of units must be so insulated as to prevent extremes of temperature
- fencing material must be secure and safe
- the construction must be such that security of the cat is ensured
- all areas to which cats have free access must be roofed (see 2.4.2).

Notes: The conversion of existing buildings is not recommended. Experience has shown that they may be more expensive to adapt and less efficient to operate.

Application for building works may well require approval from the building control division and/or planning department.

The purpose of the plan is to aid interpretation of the conditions applied.

An approved plan need not be a detailed surveyors drawing. A site plan to scale of the whole site including domestic/ staff accommodation will suffice.

The interior and exterior of the buildings should be kept in good decorative order and repair. Outer paths, gardens, exercise areas and general surroundings must be kept in a good, clean, presentable condition. Failure to comply with this recommendation may be a consideration in a decision by the local authority to withdraw the licence for any reason.

A safe system of work must ensure correct use of chemicals and materials used in the cattery and must include constructional details suitable to reduce spread of infection, disease and contamination.

Materials used in construction must not contain chemicals harmful to cats e.g. phenol or creosote. Consideration should also be given to providing suitable finishes and adequate thermal insulation, which should be fireproof.

Where galvanised welded mesh is used, the wire diameter must not be less than 1.6 mm (16 gauge welded mesh) excluding any covering and mesh size must not exceed 2.5 cm (10 inches).

Units may be of different construction e.g. full-height houses, half-height penthouses or similar. Units must also be of the ideal outdoor type or indoor units (either built within an existing building or purpose built as an indoor cattery). Wherever possible, such indoor units should be provided with an outdoor exercise area. Units may also be constructed in a rounded e.g. individual units entered from a circular central area. If correctly constructed and managed to the following specifications, all these will provide better conditions for boarded animals, improve hygiene and safe systems of work.

In designing a building conversion to be used as a cattery, consideration should be given to providing a window within the sleeping quarters with a shelf underneath, as cats are great spectators. Ideally, in outdoor construction, there should be a minimum 625 mm (2 ft) gap between individual units as the resulting airflow lessens the risk of cross-infection. In the absence of this gap, a full-height sneeze barrier between units is required (see 2.3.3). The whole point of hygienic and safe practice is to provide easy to clean surfaces.

Walls

- the walls with which cats may come into contact must be of smooth, impervious materials, capable of being easily cleansed. Where concrete or other building blocks or bricks are used, they must be sealed to be as smooth and impervious as possible and be resealed as necessary
- junctions between vertical and horizontal sections should be coved. If impractical in existing premises, these joints must be sealed and routinely maintained
- full-length sneeze barriers must be provided where the gap between the units is less than 625 mm (2 ft).

Notes: Suitable materials for the construction of partition walls would be properly surfaced brick/block constructions, moulded plastic, glass reinforced plastic (GRP), pre-formed plastic-surfaced board etc. Sealing refers to the use of a proprietary waterproofing agent for sealing the wall against damp-penetration. Under certain circumstances, sealing of brickwork can only be achieved by rendering prior to sealing.

Current best building practice should be followed when providing coving for junctions between vertical and horizontal sections.

A sneeze barrier is particularly effective in controlling droplet infection, which is the commonest disease problem in catteries.

For sneeze barriers, it is preferable to use translucent GRP sheeting or high impact glass or similar which allows some transmission of light. Where a full height sneeze barrier is provided it will be necessary to ensure ventilation works effectively. A gap between units is not mandatory. If incorporated in new buildings, this gap must be a minimum of 625 mm (2 ft).

If there is no gap, a sneeze barrier must be provided to a minimum height of 1.2 m (4 ft). If a shelf is provided, the barrier must be extended to a minimum of 500 mm above the shelf and at least 150 mm beyond the shelf within the exercise area.

All wooden construction or framework should stand on non-absorbent (e.g. plastic) blocks to prevent damage to the wood.

Floors and Concrete Bases

- the concrete base and floors of buildings and units must be of smooth, impervious materials, capable of being easily cleansed. In new catteries, this must incorporate a damp proof membrane
- floors of all units and individual exercise areas must be constructed and maintained in such a conditions as to prevent ponding of liquids (see 2.1.2).

Ceiling and Roofing

- Ceilings must be capable of being easily cleansed and disinfected.
- All exercise areas and the safety passage should be covered with mesh and impermeable material, a proportion of which must be translucent.

Notes: When roofing the exercise area, consideration should be given to installing translucent ceiling material capable of filtering UV light and providing adequate shade.

Where indoor units are provided, particularly within converted outbuildings, consideration should be given to ease of cleaning, energy conservation, wildlife access, lighting and ventilation. It is, therefore, advisable to have a ceiling height of as close to 1.8 m (6 ft) as possible. Where this is not practicable, a higher ceiling may be permitted provided it meets the requirements of the condition.

Doors

- unit doors must be strong enough to resist impact and scratching and must be fitted and be capable of being effectively secured
- where metal edging is used, this must not present a risk or injury to the cat
- adequate constructional precautions must be taken to prevent and control the spread of infectious disease, particularly by droplet infection.

Notes: For ease of working, consideration should be given to the gates to exercise areas and doors to sleeping areas opening outwards.

A cat flap should be provided in the door to the sleeping compartment to permit easy access to the exercise area. This flap should be closed at night. In catteries of penthouse construction, where the litter trap is left outside at night, a swing flap should be used to prevent excessive heat loss in colder weather.

In an indoor cattery, there should also be a solid, full height door between the sleeping compartment and the exercise area to permit staff access from the exercise area to the central corridor through the sleeping compartment. It is advisable to have a cat flap in this door in order to conserve energy.

In new units, the solid doors between units and the central corridor must have an adequate viewing panel to permit inspection of the whole area.

In an indoor cattery, the danger of infection from shared air supply is heightened. Effective barriers to prevent cross-infection should be in place i.e solid doors, partitions and ceilings.

Windows

- all windows, which pose a security risk, must be escape proof at all times.

Notes: Windows when a security risk must be protected by welded mesh or be made of reinforced glass, polycarbonate or other impact resistant material.

In designing a building conversion to be used as a cattery consideration should be given to providing a window with a shelf beneath it within the sleeping quarters, as cats are great spectators.

Each sleeping compartment should have its own window, with a shelf beneath it to allow natural daylight into the unit and to permit the cat to look out.

Drainage

- kitchens must be connected to mains drainage or an approved, localised sewage disposal system.

Lighting

- during daylight hours, light must be provided to exercise and sleeping areas so that all parts are clearly visible. Where practicable, this must be natural light
- adequate supplementary lighting must be provided throughout the establishment.

Notes: Wherever practicable, each unit should have a source of natural light, both to the exercise and to the sleeping compartments.

Natural and artificial lighting must be of sufficient standard to enable efficient working after daylight hours.

Ventilation

- ventilation must be provided to all interior areas without the creation of excessive, localised draughts in the sleeping area.

Notes: Draughts can be the outcome of ventilation provided for animal health. Heating can equally be removed by ventilation. A balance is necessary between adequate ventilation and the unnecessary removal of warm air.

Ventilation is important as an aid to disease control, a protection against smell accumulation, and prevents excessive humidity of the atmosphere. High humidity should be avoided.

Sitting of the bed is an important consideration. Providing a bed with adequate protective sides to allow the cat depth to seek protection together with efficient individually controlled heating are considerations in protecting the cat.

Moulded polypropylene beds, which can be easily cleansed and disinfected, are useful here.

Maintenance

- maintenance and repair of the whole establishment must be carried out regularly.

Number of Animals

Number of Cats Permitted

- the maximum number of cats to be kept at any one time is determined by the local authority
- each cat must be provided with a separate unit except that cats from the same household may share a unit of adequate size, with the written consent of the cats owner
- holding units may be provided for temporarily boarding a cat for not more than 24 hours. Existing holding units must have a minimum floor area of 0.81 sq m (9 sq ft). In new construction the floor area must be a minimum of 1.08 sq m (12 sq ft). Holding units must have a minimum height of 0.9 m (3 ft)
- no animals other than cats are to be boarded within the licensed facilities without the written approval of the local authority
- where stray cats are accepted by the cattery, they must be kept in a separate area away from boarded cats and attended by different members of staff, where possible.

Notes: The number of cats permitted relates to the number and size of the units and will be stipulated clearly on the front sheet of the displayed licence. The decision regarding the number of cats, as well as considering unit size and numbers, will take into account the effectiveness of site management.

Cats from the same family, who normally live together, may prefer to share a unit. It is a requirement that operators obtain written authorisation from the cat owner before unit sharing is allowed. Where sharing occurs, the cats must be provided with separate beds.

Holding Units - The number of holding units provided should be agreed between the cattery proprietor and the local authority and noted on the licence. In general, holding units should constitute not more than 25% of the total number of residential units.

The use of holding pens should be kept to a minimum. It is strongly recommended that any collars or flea collars be removed while cats are being boarded, as fatal accidents regarding these have been known to occur.

Unit Size, Layout and Exercise Facilities

- in new constructions, each unit must have a sleeping area and an adjoining exercise area, which is exclusive to that unit
- in new constructions, each unit must be provided with a sleeping area of at least 0.85 sq m (3 sq ft) for one cat, 1.5 sq m (4 sq ft) for two cats and 1.85 sq m (5 sq ft) for up to four cats
- units may be designated as suitable for a specific number of cats, greater than 4, at the discretion of the licensing authority
- units must have a minimum internal height of 1.8 m (6 ft)
- the height of the sleeping area must be at least 90 cm (3 ft) in existing and 1.2 m (4 ft) in new build
- suitable bedding must be provided which allows the cat to be comfortable and which is capable of being easily and adequately cleansed and disinfected. Such equipment must be sited out of draughts. Bedding material must be checked daily and must be maintained in a clean, parasite-free and dry condition
- in new construction, each unit must be provided with an exercise area of at least 1.7 sq m (18 sq ft) for a single cat, 2.23 sq m (24 sq ft) for two cats and 30 sq ft for up to 4 cats
- units must open onto secure corridors or other secure areas so that cats are not able to escape from the premises
- exercise areas must not be used as sleeping areas
- there must be direct and voluntary access to the exercise area.

Notes: During cattery construction, it is necessary to use an appropriate design and correct materials to ensure energy conservation and to minimise discomfort to the cat.

The sleeping area may be at ground level or in the form of penthouses (raised sleeping areas). The latter must be a minimum of 90 cm (3 ft) above floor level with a maximum depth of 1.05 m (3ft 6ins).

All exercise areas must be covered with welded mesh and roofed with a translucent material capable of filtering UV light and providing adequate shade.

Where galvanised welded mesh is used, the wire diameter must not be less than 1.6 mm (16 gauge welded mesh) excluding any covering. The mesh size must not exceed 2.5 cm (1).

All main entrance gates must be lockable.

The relevant sizes of units and number of cats in occupation in summary are as follows:

No. of Cats	Size of Sleeping Area	Size of Exercise Area
1	0.81 sq m (3 sq ft)	1.7 sq m (18 sq ft)
2	16 sq ft	24 sq ft
4	20 sq ft	30 sq ft

Greater than 4: The size required would be subject to the agreement and discretion of the licensing authority.

It is strongly recommended that in new units the minimum floor area of the sleeping area be 1.5 sq m (16 sq ft) as this allows greater flexibility in usage i.e one or two cats may be boarding in all chalets.

Communal exercise areas: New communal exercise areas must never be permitted because of the risk of disease spread and fighting. Where they do exist, they must be phased out as an immediate priority

Adverse Weather: In adverse weather conditions the responsible person must decide whether or not cats are given free access to their exercise areas.

Management

Training

- a written training policy must be provided. Systematic training of staff must be demonstrated to have been carried out.

Notes: The licensee must formulate a written training policy for permanent, part time and seasonable workers. The following are regarded as essential topics to be covered in the programme:

- animal welfare
- cleanliness and hygiene
- feeding and food preparation
- disease control
- recognition and treatment of sick animals
- health and safety
- emergency procedures

Transportation of Animals

All vehicles used by the establishment for the transportation of cats should be kept clean. Suitable carrying baskets or containers for the safe transportation of cats must be used. All vehicles must be secure and should not be left unattended when transporting a cat.

Temperature in Units

- heating facilities must be available in the unit and used according to the requirements of the individual cat
- there must be some part of the sleeping area where the cat is able to enjoy a temperature of at least 10 degrees celsius (50 degrees fahrenheit)
- in isolation units, there should be a means of maintaining the temperature at a level suitable for the conditions of the cat and dependant on veterinary advice.

Notes: Many units have been built without proper concern for the welfare of the cat. The materials used in construction or the lack of sufficient insulation may not offer adequate protection against seasonal temperature variations. There will be periods in the year where ambient external temperatures will cause temperatures to fluctuate above or below the recommended levels. If the higher temperature is exceeded due to constructional shortcomings rather than normal ambient temperature then artificial means of counteracting this high temperature should be introduced. Where temperatures lower than indicated are reached, it may be more economical to provide localised sources of heat. The use of individual, thermostatically controlled infrared dull emitters is recommended. Ambient air in the bedding area should be kept at least 10 degrees celsius (50 degrees fahrenheit). Heated beds may also be used provided these are maintained in a safe condition. Convalescing or elderly cats may require higher ambient air temperatures.

The temperature of the isolation units should not be allowed to fall below 15.5 degrees celsius (60 degrees fahrenheit) generally, unless specific advice is given to the contrary by the veterinary surgeon.

The difficulty of providing maximum temperature levels is acknowledged. 26 degrees celsius (79 degrees fahrenheit) is a realistic temperature, which should not be exceeded, in normal circumstances. It is important to remember that a minimum temperature of 10 degrees celsius (50 degrees fahrenheit) is required in the bedding area and, if inadequate attention has been given to construction and insulation, it will be necessary to use additional heating and thereby increase running costs. Failure to provide additional heating will cause cats to suffer. Particular attention should be paid to design and construction. Geographical orientation is also relevant. Aspect affects temperature. It is often difficult to maintain adequate temperatures with north

facing openings. Correct attention to orientation of the unit will allow maximum use of natural light. Similarly in summer temperatures, poorly insulated exteriors will allow internal temperatures to build up (similar to car interiors) to excessive levels. Even with additional ventilation the cats will suffer. Some summer temperatures will naturally exceed 26 degrees celsius (79 degrees fahrenheit). Inadequate construction or ventilation of the units must not be an excuse to allow unnecessarily high temperatures being attained. Where temperatures are likely to rise above the maximum levels specified in the notes, there should be some means of mechanical or automatic cooling/ventilation.

A safe system of heating must be provided so that risks of electrocution and burning are avoided. Open flame appliances must not be used.

Maintenance and report of the whole establishment must be carried out regularly to achieve the requirement listed above.

Cleanliness

- all units, corridors, common areas, kitchens etc. must be kept clean and free from accumulations of dirt and dust and must be kept in such a manner as to be conducive to maintenance of disease control and cat comfort
- each occupied unit must be cleansed daily. All excreta and soiled material must be removed from all areas used by cats at least daily and more often if necessary
- all bedding areas must be kept clean and dry
- suitably sited litter trays, which are easy to clean and impermeable must be provided at all times. These must be emptied and cleansed at least once a day and as necessary at any time during the day if found to be unduly soiled. A suitable material for litter must be provided
- each unit must be thoroughly cleaned, disinfected and dried upon vacation. All fittings and bedding must also be thoroughly cleansed and disinfected at that time
- facilities must be provided for the proper reception, storage and disposal of all waste. Particular care should be taken to segregate clinical waste arising from the treatment and handling of cats with infectious diseases. The final disposal route for all such waste must be incineration
- measures must be taken to minimise the risks from rodents, insects and other pests within the establishment.

Notes: Arrangements must be made with the Waste Collection Authority or other waste management contractor authorised for the purposes of the duty of care under the Environmental Protection Act 1990 for the removal of other wastes from the establishment.

Cleaning and Disinfection: There is a range of alternative cleaning regimes. Basically, the regime should include:

1. removal of bed, litter tray and all removable fixings
2. wash down, rinse and dry
3. apply disinfectant to manufacturers stated instruction
4. allow to dry
5. clean and disinfect all fittings.

The use of detergent and water will wash down .

There is little point in putting down disinfectant only to wash it away in a short period of time. Using a suitable disinfectant can control bacterial viruses and fungi.

Care should be taken to ensure the compatibility of different bactericides, fungicides and virucides if used together.

There is a balance between the cat enjoying a known environment and introducing infection and infestation in wickerwork baskets and old clothing/bedding etc. Staff handling between units further increases the risk of disease spread. While owners own baskets and bedding may help a cat to settle, particularly during its first stay in boarding conditions, their use should be discouraged as there is no immediate control over cleanliness and parasite transmission.

Where such bedding is provided, the operator must ensure that it is clean and parasite free.

The use of scratching posts, sit boxes etc. is quite acceptable, although care should be taken to ensure that the post is properly fixed and frequently replaced.

Food and Water Supplies

- all cats must be adequately supplied with suitable food. At least two meals a day must be offered at approximately 8 hours apart. Wholesome water must be available at all times and changed daily
- eating and drinking vessels must be capable of being easily cleansed and must be maintained in a clean condition. Disposable eating dishes may be used
- eating vessels must be cleansed after each meal
- drinking vessels must be cleansed at least once a day.

Notes: Cats should be fed to a standard compatible with the maintenance of health. Inspectors will observe the general nutritional status of the cats and the type and quality of food in store and in the process of preparation. If necessary, a veterinary surgeon should be called in to advise. Bear in mind, cats will usually be fed in accordance with the instructions of the owner.

Food should not be left for excessive periods within the unit, in order to avoid smells and flies. More food and water may be required for old or young cats. No food should be left outside at night.

Disposable eating dishes, although expensive, are recommended as hygienic since they cannot transmit infection and are a saving of time and labour since they are immediately disposable. Expanded polystyrene is not a suitable material for this use.

Kitchen Facilities

- exclusive facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the cats
- where fresh and cooked meats are stored, refrigeration facilities must be provided and potential food contamination must be avoided
- a sink with hot and cold water must be provided for the washing of food equipment and eating and drinking vessels. A separate wash hand basin with hot and cold water must be provided for staff use
- containers must be provided for the storage of foods and shall be so constructed and kept in such good order, repair and condition as to proof against insects and other pests.

Notes: Kitchen facilities must be provided in an area separate from the domestic facilities. No household or boarded animals should ever enter this area.

Disease Control and Vaccination

- adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst cats, staff and visitors
- proof must be provided that cats boarded or resident have current vaccinations against Infectious Feline Enteritis, feline respiratory disease and other relevant diseases. The course of vaccination must have been complete at least four weeks before the first date of boarding or in accordance with the manufacturers instructions. A record that this proof has been supplied must be kept on site throughout the period that the cat is boarded
- advice from a veterinary surgeon must be sought in the case of signs of disease, injury or illness. Where any cat is sick or injured, any instructions for its treatment, which have been given by a veterinary surgeon, must be strictly followed
- a well stocked first aid kit suitable for use on cats must be available and accessible on site and provision of a standard plastic coated wire cat basket (top opener).

Notes: "Other relevant diseases" includes those, which may be regarded as important in the future, or which may be added according to circumstance e.g. Chlamydia.

Phenolic disinfectants should not be used around cats and cats should be kept dry during cleaning of enclosures.

If there is evidence of external parasites (fleas, ticks, lice etc.) the cat should be thoroughly combed with a flea comb. It may then also be treated with a proprietary insecticide except where a long-acting topical insecticide has already been administered.

If there is evidence of internal parasites, the advice of a veterinary surgeon should be sought.

All insecticides, disinfectants etc. must be used strictly in accordance with the manufacturers instructions, and hazard sheets kept for staff, which explains precautions to be taken by the user.

The first aid kit for use on cats must be kept well stocked at all times. Advice on contents should be available from the establishments veterinary surgeon.

It is important to consider procedures to be carried out in case of death or escape. All staff should be made fully aware of these procedures. They will also help to reassure owners that the establishment acted correctly in that situation. Any cat that has died on the premises must be referred to a veterinary surgeon and the licensing officer of the local authority must be informed. A veterinary practice should be appointed for the establishment. The name, address and telephone number must be displayed in a prominent position in a public area. The 24-hour telephone contact number of the veterinary surgeon used by the establishment should be displayed in a suitable place, close to the telephone and accessible to all members of staff.

Isolation

- isolation facilities must be provided
- in existing catteries, these isolation facilities must be in compliance with the other boarding requirements but must be separate and physically isolated from the main units. This must be a minimum of 3 m (10 ft) (see also temperature control)
- adequate facilities to prevent the spread of infectious disease between the isolation unit and other units must be provided
- hands must be washed after leaving the isolation facilities and before visiting the other units.

Notes: Isolation facilities must be provided at the rate of at least 1 isolation unit for up to 30 units and pro rata above that. The number will be noted on the licence.

Isolation facilities must be used where the presence of infectious disease is suspected. Where stray cats are accepted by the cattery, they must be kept in a separate area away from boarded cats. Isolation facilities must only be used for this purpose in exceptional circumstances i.e where stray intake is minimal.

In isolation units, there must be a means of maintaining the temperature at a level suitable for the condition of the cat and dependant upon the veterinary advice. Extremes of temperature in the isolation unit must be avoided and the temperature not allowed to fall below 15°C (60°F).

Protective clothing and equipment for use only in the isolation facility must be used to reduce the spread of infection.

In new buildings isolation facilities separated 10 m from the main units must be provided.

Register

- a register must be kept of all cats boarded. The information kept must include the following:
 - Date of arrival
 - Name of cat, any identification system such as microchip number or tattoo
 - Description, breed, age and gender of cat
 - Name, address and telephone number of owner or keeper
 - Name, address and telephone number of cats veterinary surgeon
 - Anticipated and actual date of departure
 - Health, welfare and nutrition requirements
- the register must be kept readily available for a minimum of 24 months and kept in such a manner as to allow an authorised officer easy access to such information
- where records are computerised, a back up copy must be kept. The register must also be available to key members of staff of the establishment at all times.

Notes: Computerised, loose-leaf index card and book register systems are acceptable. If a book register is used, pages must be consecutively numbered. Records of the owners agreement to share may be kept on a separate form if a computerised system is used.

It is strongly urged that the establishment introduce formal boarding agreements, stating clearly the responsibilities of both parties during the duration of the boarding. The licensing officer of the local authority will consider the details recorded in the register together with the actual facts observed.

Owners should be encouraged to sign an authorisation for veterinary treatment.

Identification of Units

- each unit must be clearly marked (e.g. numbered) and a system in place, which ensures that relevant information about the cat in that unit, is readily available.

Notes: An alternative system of identification can be used with the approval of the licensing authority providing the system in use meets the criteria for identification and information provision for each cat and is readily accessible and easy to use.

The system of identification of the units must be capable of containing relevant information such as feeding habits and frequencies, medicinal treatments etc. If identified on the unit, it must not obscure the primary information. If additional information is stored electronically or manually away from the unit, the information must be readily and easily accessible.

Supervision

- a fit and proper person must always be present to exercise supervision and deal with emergencies whenever cats are boarded at the premises
- cats must be visited at regular intervals as necessary for their health, safety and welfare.

Notes: Suitable intervals for visiting means intervals of not less than four hours starting at 8.00 am until 6.00 pm. A late night evening visit between 9.00 pm and midnight is strongly recommended to check the welfare of the cats and that the heating is working.

Fire Precautions

- appropriate steps must be taken for the protection of the cats in case of fire or other emergencies
- a proper emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include instructions on where cats are to be evacuated in the event of a fire or other emergency

- fire fighting equipment must be provided in accordance with advice given by the Fire Prevention Officer
- all electrical installations and appliances must be maintained in a safe condition. There must be a residual current circuit breaker system on each block of units
- heating appliances must not be sited in a location or manner where they may present a risk of fire or risk to cats
- precautions must be taken to prevent any accumulation that may present a risk of fire
- there must be adequate means of raising an alarm in the event of a fire or other emergency.

Notes: It is recommended that plans and details of the establishment be logged with the police and fire authorities. Fire protection advice must be sought from the Fire Prevention Officer regarding appropriate fire extinguishers and their correct siting, fire drills, fire escapes etc and implemented. The general maxim of people first in the event of fire is good advice.

Where rebuilding or providing new buildings, the Building Control Officer or the Fire Prevention Officer will give advice on fire proofing requirements.

The advice given by the Fire Prevention Officer should be in writing and particular regard should be given to the safe storage of flammable substances. Staff should know how to use the fire extinguishers. It is also advisable to install smoke detectors. Electric wiring within the units must be protected against damage by cats.

Cats should not have direct access to open flame-heating devices.