



ANIMAL BOARDING ESTABLISHMENTS ACT 1963

Conditions for Home Boarding of Dogs

1.0 INTRODUCTION

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

2.0 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 or made available to the owners of each boarded dog

Notes: If displayed externally the licence, its conditions should be protected from the weather. Preferably the licence should be displayed in the reception area.

Also to be taken into consideration by licensee.

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 dogs 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 ensure 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 accidents, 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.

3.0 **CONSTRUCTION**

3.1 **GENERAL**

3.1.1 Fencing material must be secure and safe.

3.1.2 The garden/exercise area and all other parts of the premises to which boarded dogs have access must be constructed and maintained in a condition such that the security of the dog is ensured.

3.1.3 All exterior wood must be properly treated against wood rot e.g. Tanalised. Only products which are not toxic to dogs may be used.

3.2 **DOORS AND WINDOWS**

3.2.1 All doors and windows must be escape proof at all times.

3.3 **MAINTENANCE**

3.3.1 Maintenance and repair of the areas to which dogs have access must be carried out regularly.

4.0 **NUMBERS OF ANIMALS**

4.1 **NUMBERS OF DOGS PERMITTED**

4.1.1 The maximum number of dogs to be kept at any one time is to be determined by the local authority. Dogs must be from only one household, unless with the specific, written agreement of the dog owners and the local authority.

4.1.2 Where the licensee has resident dogs, a suitable period of trial familiarisation must take place for any dogs not previously boarded at the premises. This should be carried out prior to accepting any such dogs for a period of boarding when the owners may be unavailable.

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

Notes: Outer paths, gardens, exercise areas and general surroundings must be kept to a good, clean, presentable condition. Failure to comply with this recommendation may be a consideration in any 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 suitable to reduce the spread of infection, disease and contamination.

The provision of easy to clean surfaces will facilitate the implementation of safe and hygienic practices.

Notes: the number of dogs permitted will be stipulated clearly on the front sheet of the licence. The decision regarding the number of dogs will take into account the effectiveness of site management.

Identification and Control of Dogs on Site: 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/keeper.

4.1.4 All boarded dogs must at all times wear a collar with an identity tag giving the address and telephone number of the boarding establishment.

4.2 FACILITIES

4.2.1 Dogs shall at all times be kept in suitable accommodation. Regard will be had to room sizes, number of occupants, exercise facilities and environmental conditions.

4.2.2 Suitable bedding equipment must be provided which allows the dog to be comfortable and which is capable of being easily and adequately cleaned and sanitised. Such equipment must be sited out of draughts. All bedding material must be maintained in a clean, parasite free and dry condition.

4.2.3 Exercise areas must not be used as bedding areas.

4.2.4 All boarded dogs must be exercised daily or in accordance with the owners wishes. When dogs are exercised outside of the premises they must be taken on a lead unless the owner has given consent for the dog to run free.

5.0 MANAGEMENT

5.1 TRAINING

The licensee should be able to demonstrate competency in animal husbandry to the local authority.

Notes:

STAFF FACILITIES

An adequate First Aid Kit must be available for staff use.

Staff should be adequately trained in the safe handling of dogs, emergency procedures to be followed, and all

- 5.1.1 If staff are employed, a written training policy must be provided. Systematic training of staff must be demonstrated to have been carried out.

other aspects of the licence conditions which are pertinent to their work. Staff should also be regularly vaccinated against Tetanus.

The licensee must formulate a written training policy for permanent, part time and seasonal 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 dogs should be regularly serviced and kept clean. Suitable carrying baskets or containers for the safe transportation of dogs must be used. All vehicles must be secure and should not be left unattended when transporting a dog.

5.2 TEMPERATURE

- 5.2.1 The areas where dogs are housed must be kept at a minimum temperature of 10°C (50°F). A maximum temperature of 26°C (79°F) is a realistic temperature which should not be exceeded in normal circumstances.

Notes: 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 dogs will suffer.

Some summer temperatures will naturally exceed 26°C (79°F). Inadequate construction or ventilation 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 unless they are permanently guarded to avoid injury.

5.3 CLEANLINESS

- 5.3.1 All areas to which dogs have access and 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.

Notes: Suitable arrangements approved by the local authority must be made for the disposal of waste generated by the keeping of animals covered by the licence.

Cleaning

There is a need to control bacteria, viruses, fungi within the sanitising process.

- 5.3.2 All excreta and soiled material must be removed from all areas used by dogs at least daily and more often if necessary. Disposal arrangements for animal waste must be made to comply with current legal requirements.
- 5.3.3 All bedding areas must be kept clean and dry.
- 5.3.4 All fittings and bedding must be thoroughly cleansed and disinfected at the end of each dog's stay.
- 5.3.5 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 dogs with infectious diseases.
- 5.3.6 Measures must be taken to minimise the risks of rodents, insects and other pests within the premises.
- 5.4 FOOD AND WATER SUPPLIES
- 5.4.1 All dogs must be adequately supplied with suitable food. At least two meals a day must be offered at approximately 8 hours apart. Fresh water must be available at all times.
- 5.4.2 Eating and drinking vessels must be capable of being easily cleansed and disinfected and must be maintained in a clean condition. Disposable eating dishes may be used.
- 5.4.3 Eating vessels must be cleansed or disposed of after each meal.
- 5.4.4 Drinking vessels must be cleansed at least once a day.
- 5.5 KITCHEN FACILITIES
- 5.5.1 Where meats are stored, refrigeration facilities must be provided and food contamination must be avoided.
- There is little point in putting down disinfectant only to wash it away in a short period of time. The long term activity of chemicals used in the control of viruses, bacteria and fungi should be considered.*
- Great care should be taken when using any chlorine based cleaning agent, e.g. bleach.*
- There is a balance between the dog enjoying a known environment and introducing infection and infestation in wickerwork baskets and old clothing/bedding etc. While owners' own baskets and bedding may help a dog to settle, particularly during its first stay, their use should be discouraged as there is no immediate control over cleanliness and parasite transmission.*
- Notes: Dogs should be fed to a standard compatible with the maintenance of health. Inspectors will observe the general nutritional status of the dogs 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 dogs will usually be fed in accordance with the instructions of the owner.*
- Food should not be left open for excessive periods in order to avoid smells and flies. More food and water may be required for old or young dogs. No food should be left outside at night.*
- Expanded polystyrene is not suitable material for disposable eating dishes.*

5.5.2 Storage facilities for foods must be provided and shall be so constructed and kept in such good order, repair and condition as to be proof against insects and other pests.

5.6 DISEASE CONTROL AND VACCINATION

5.6.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasite, including fleas, ticks and intestinal worms. The parasite control will have regard to any treatment given prior to boarding.

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

5.6.3 Advice from a veterinary surgeon must 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 must be strictly followed.

5.6.4 A well stocked first aid kit suitable for use on dogs must be available and accessible on site.

Notes: "Other relevant diseases" allow for the insertion of diseases which may be as yet unknown but which may be regarded as important in future or which may be added according to circumstance.

*Four weeks is the maximum for all current vaccines to become fully effective. A shorter time is acceptable if suitable veterinary evidence is provided, based on manufacturer's instructions. For example intra-nasal vaccination for *Bordatella bronchiseptica* (part of the Kennel Cough complex) is regarded as giving solid protection after only 5 days.*

Vaccination against Kennel Cough should be encouraged. Kennel owners should seek the advice of their Veterinary Surgeon regarding accomplishment of this, as the disease is generally regarded as being multi-factorial.

It is important that there are facilities and procedures for cleansing and disease control and that staff are familiar with the procedures and understand what action to take in the event of an outbreak of disease.

Phenolic disinfectants should not be used around dogs and dogs should be kept dry during cleaning of enclosures.

If there is evidence of external parasites (fleas, ticks etc) the dog should be thoroughly combed with a flea comb. It may then also be treated with a proprietary insecticide, if applicable.

If there is evidence of internal parasites the advice of a veterinary surgeon should be sought.

All insecticides, disinfectants etc should be used strictly in accordance with the manufacturers instructions, and hazard sheets kept for staff which explain the precautions to be taken by the user.

The first aid kit for use on dogs must be kept well stocked at all times. Advice on contents should be available from the establishment's veterinary surgeon.

- 5.6.5 The licensee must be registered with a veterinary practice that can provide an emergency service.

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 dog 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 of the establishment's veterinary surgeon must be readily available. 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.

5.7 ISOLATION

Notes: Isolation facilities must be used where the presence of infectious diseases is suspected.

- 5.7.1 Isolation facilities must be provided.
- 5.7.2 All reasonable precautions shall be taken to prevent and control the spread of infectious or contagious disease among animals. This will include the provision of adequate facilities for separating the sick animal.
- 5.7.3 Hands must be washed after leaving the separation facilities before visiting the other dogs.

5.8 REGISTER

Notes Computerised, loose leaf, index card or book register systems are acceptable. If a book register is used, pages must be consecutively numbered. Records of the owner/s and local authority's agreement to multiboard must be kept on a separate form if a computerised system is used.

- 5.8.1 A register must be kept of all dogs boarded. The information kept must include the following:
- Date of arrival
 - Name of dog, any identification system such as microchip number or tattoo
 - Description, breed, age and gender of dog
 - Name, address and telephone number of owner or keeper
 - Name, address and telephone number of contact person whilst boarded
 - Name, address and telephone number of dog's veterinary surgeon
 - Anticipated and actual date of departure
 - Health, welfare and nutrition requirements
 - Date of latest flea, worm, and/or other parasite treatment.

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.

5.8.2 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.

5.8.3 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.

5.9 SUPERVISION

5.9.1 A fit and proper person must always be available to exercise supervision and deal with emergencies whenever dogs are boarded at the premises.

5.10 FIRE PRECAUTIONS

5.10.1 Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies.

5.10.2 A proper emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include instructions to where dogs are to be evacuated in the event of a fire or other emergency. All occupants should be aware of the plan and its location.

5.10.3 Fire fighting equipment must be provided in accordance with the advice given by the Fire Prevention Officer.

5.10.4 Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to dogs. There must be no use of freestanding gas or oil appliances.

5.10.5 Precautions must be taken to prevent any accumulation which may present a risk of fire.

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

5.10.7 Any arrangements made to comply with this licence must be reviewed periodically and in any case not less than once per annum.

Notes: It is recommended that emergency plans and details of the establishment are 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. The general maxim of "people first in the event of fire" is good advice.

The advice given by the Fire Prevention Officer should be in writing and particular regard should be given to the safe storage of inflammable substances. Staff should know how to use the fire extinguishers. It is also advisable to install smoke detectors.

Dogs should not have direct access to open flame heating devices.