

A5 Standard Conditions relating to Dog Day Care Establishments

INTRODUCTION

These conditions have been prepared in the best interest of animal welfare. Applicants will be expected to meet the requirements, and it will be at the discretion of the local authority as to whether a licence will be granted on inspection.

- 1.1 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 day care of dogs.
- 1.2 No dog registered under the Dangerous Dogs Act 1991 must be accepted for day care
- 1.3 Dog hybrids registered under the Dangerous Wild Animal Act 1976 (e.g. Wolf Hybrids) are not to be accepted for day care.
- 1.4 Entire males and bitches in season over 12 month of age cannot be cared for or in cases where bitches come into season, within their first 12 month. (Only neutered and spayed dogs to be cared for over the age of 12 month if kept in large groups)
- 1.5 Puppies must not be housed with other dogs until completion of full initial inoculations.
- 1.6 Dogs are not permitted to be boarded overnight.
- 1.7 Written consent must be received from every dog owner before any dog is placed into the establishment for the first time, confirming that they agree that their dog(s) may socialise with other dogs.

2. LICENCE DISPLAY

- 2.1 A copy of the licence and its associated conditions must be suitably displayed to the public in a prominent position in, on or about the premises.

3. NUMBERS OF ANIMALS

- 3.1 The maximum number of dogs to be kept at any one time will be stipulated in the planning permission/licence approval.
- 3.2 No animals other than dogs are to be cared for within the licensed facilities.

4. CONSTRUCTION

4.1 General

- 4.1.1 The establishment must, at all times, be laid out and operated in accordance with an approved plan of the premises, to be attached to the licence. Before carrying out any alterations plans must be submitted to and approved by an authorised officer of Solihull Metropolitan Borough Council.
- 4.1.2 Wood should not be used in exposed construction of walls, floors, partitions, door frames or doors in the licensed premises. There must be no projections liable to cause injury.
- 4.1.3 The construction of the premises must be such that the security of the dog is ensured and that it is safe.
- 4.1.4 Any exterior wood must be properly treated against wood rot. Only products which are not toxic to dogs may be used.
- 4.1.5 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.
- 4.1.6 Junctions between wall and floor sections must be coved. If impractical in existing premises, all joints must be sealed.
- 4.1.7 There must be sufficient space available to be able to keep the dogs separately if required.

4.2 Doors

- 4.2.1 A double gate system must be provided at all entrances and exits to the premises to prevent the escape of dogs.
- 4.2.2 Doors must be strong enough to resist impact and scratching and must be capable of being effectively secured.

4.3 Windows

- 4.3.1 All windows that pose a security risk must be escape proof at all times.
- 4.3.2 Where necessary windows must be suitably protected against contact and breakage by dogs. Venetian blinds are not suitable coverings due to the potential risk for injury to the dogs.

4.4 Drainage

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

4.4.2 Floors must have effective means of drainage where necessary.

4.5 **Lighting**

4.5.1 Adequate lighting must be provided in all areas which are, or may be, used in connection with the establishment so that all parts are clearly visible at all times that the business is in operation. Where practicable, this must be natural light.

4.6 **Ventilation**

4.6.1 Adequate ventilation must be provided to all interior areas.

4.7 **Maintenance**

4.7.1 Maintenance and repair of the whole establishment must be carried out regularly so as to maintain it in a suitable condition.

5. **MANAGEMENT**

5.1 **Screening of dogs**

5.1.1 Pre-screening of dogs must be undertaken prior to them being accepted into the day care centre to ensure they will be comfortable in the presence of other dogs and will not be a danger to dogs, staff or visitors.

5.2 **Training**

5.2.1 Staff must receive the necessary training and instruction in their duties relating to dog handling and care. All records of training must be kept for inspection by an authorised officer of Solihull Metropolitan Borough Council.

5.3 **Heating**

5.3.1 Suitable and safe means shall be provided for heating, to an appropriate temperature, of all common indoor areas.

5.4 **Cleanliness**

5.4.1 All parts of the licensed premises must be kept clean and free from accumulations of dirt and dust and must be kept in such a manner to ensure maintenance of disease control and dog comfort.

5.4.2 All bedding areas must be kept clean and dry.

5.4.3 There must be adequate storage for waste awaiting disposal. Particular care should be taken to segregate clinical waste arising from the treatment and

handling of dogs with infectious diseases. Clinical waste should be disposed of by a licensed contractor.

- 5.4.4 Measures must be taken to minimise the risks from rodents, insects and other pests within the premises.

5.5 FOOD AND WATER SUPPLIES

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

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

- 5.5.3 Suitable bedding, bowls, grooming materials etc must be provided. These items must be cleaned regularly to prevent cross-infection.

- 5.5.4 Eating and drinking vessels must be capable of being easily cleansed and disinfected to prevent cross-contamination. They must also be maintained in a clean condition or, if disposable containers are used, disposed of after each use.

5.6 KITCHEN FACILITIES

- 5.6.1 If food is to be provided, exclusive facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the dogs.

- 5.6.2 Where fresh and cooked meats are stored, refrigeration facilities must be provided, and potential food contamination must be avoided.

- 5.6.3 A sink with hot and cold running water must be provided for the washing of food equipment and eating and drinking vessels. A further, separate wash-hand basin with hot and cold (or appropriately mixed warm) running water must be provided for staff with soap and hygienic hand drying facilities.

- 5.6.4 Suitable containers for storing foods must be provided and must be constructed and maintained to guard against insects and other pests. All food must be kept in these containers unless it is otherwise protected (e.g. individual tinned food). These containers must be capable of being easily cleaned and disinfected and must be kept in a clean condition.

5.7 DISEASE CONTROL AND VACCINATION

- 5.7.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors.
- 5.7.2 Dogs attending the day care facility must have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L. canicola* and *L. icterohaemorrhagiae*) and Canine Parvovirus and other relevant diseases. The course of vaccination must have been completed at least four weeks before the first date of attendance or in accordance with manufacturer instructions. A record that this proof has been supplied must be kept on-site.
- 5.7.3 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.
- 5.7.4 A well-stocked first-aid kit suitable for use on dogs must be available and accessible on site.
- 5.7.5 The Licensee must be registered with a veterinary practice. The clients own veterinary practice must be known and consulted if necessary.
- 5.7.6 A suitable range of muzzles of varying sizes should be kept on site.

5.8 ISOLATION

- 5.8.1 Adequate and separate isolation facilities must be provided to prevent the spread of disease. Dogs showing signs of any disease or illness shall be isolated from any other dogs until veterinary advice is obtained.
- 5.8.2 In the isolation facilities, there should be a means of maintaining the temperature at a level suitable for the conditions of the dog and dependant upon veterinary advice.
- 5.8.3 Following an episode of infectious disease during any stay, the premises must undergo a reasonable quarantine period before new day care dogs are admitted. This period will be specified by an Authorised Officer of the Council with advice from a veterinary surgeon.
- 5.8.4 Strict hygiene must be observed and hands must be washed after leaving the isolation facilities and before handling other dogs.

5.9 REGISTER

5.9.1 A register must be kept of all dogs attending the care centre. The information kept must include the following:

- Date and time of arrival
- Name of dog, any identification system such as microchip number, 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 in care
- Name, address and telephone number of dog's veterinary surgeon
- Time of departure
- Proof of current vaccinations, medical history and requirements
- Details of any treatment administered whilst the dog is being cared for
- Health, welfare nutrition and exercise requirements
- Copy of written consent from the owner regarding their dog interacting with the other dogs in the day care unit.

5.9.2 Such a register is to be available for inspection at all times by an Authorised officer of the Council and/or a veterinary surgeon.

5.9.3 The register must 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.

5.9.4 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.

5.10 SUPERVISION

5.10.1 A fit and proper person must always be present to exercise supervision and deal with emergencies at the premises during operating hours.

5.10.2 Dogs must not be left unattended at any time.

5.10.3 An assessment and introduction day must be carried out on all dogs prior to them interacting with the existing day boarders.

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

5.10.5 Adequate staffing must be provided to ensure continual supervision and safety of all dogs. The ratio of dogs to staff at any one time **shall not exceed 6:1**

5.11 EXERCISE

- 5.11.1 Dogs must be exercised in accordance with their owner's wishes. When dogs are taken off the premises, they must be kept on leads unless written permission from the owner has been obtained.
- 5.11.2 There must be direct access to a suitable outside area. The area / garden must only be for use by the business (not shared with other residents/businesses). The area must be kept clean. If the dogs are exercised off lead in this area it must be totally secure and safe. Any fencing must be adequate to offer security to prevent escape and be safe, with no dangerous sharp objects or protrusions. Gates must be able to be locked.
- 5.11.3 There should be sufficient floor space per dog within the building (for larger units) to ensure sufficient exercise and interaction with the other dogs. Any outside areas used where dogs are to be unleashed must meet the security requirements of 5.11.2.
- 5.11.4 If there is a pond at the premises, it must be suitably protected so as to prevent access by dogs.
- 5.11.5 Dogs must wear a collar and identity tag during their time in day care. The tag must display the name and telephone number of the day care premises.

5.12 FIRE / EMERGENCY PRECAUTIONS

- 5.12.1 Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies.
- 5.12.2 Careful consideration needs to be given to the sleeping/resting area for dogs to ensure that they can be easily evacuated in the event of a fire.
- 5.12.3 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 - must be drawn up, and displayed in a prominent place on the premises. All staff must be aware of this plan.
- 5.12.4 Fire detection equipment must be provided and maintained in accordance with general advice given by the Fire Safety Officer. The premise must have smoke detectors at suitable positions within the buildings.
- 5.12.5 All doors to unoccupied rooms must be kept shut.
- 5.12.6 All electrical installations and appliances must be maintained in a safe condition. No dog must be left in a room with loose or trailing cables or wires.
- 5.12.7 All heating appliances must be free of risk of fire as is reasonably practicable. There must be no use of freestanding gas or unsealed oil appliances. Any other freestanding appliances must be kept in a safe, secure manner and

should not be able to be easily knocked over by dogs. Wall mounted radiators or storage heaters should be appropriately covered.

6. Insurance

The Licensee must ensure that the establishment is covered by adequate and suitable public liability insurance, employers' liability insurance and pet insurance.

7. Planning permission

This licence does not give any permission or approve any development under planning legislation. The operator is advised to ensure that the business does not require planning permission by contacting Planning Services at Solihull Metropolitan Borough Council.

8. Nuisance Complaints

This licence does not give any exemption from the requirements of the Environmental Protection Act 1990 provisions on statutory nuisances, particularly those relating to odour or noise. The operator is advised to ensure that the business is run in such a manner as to ensure there are no grounds for complaint.

9. Health and safety

The operator is reminded of their responsibilities under the Health and Safety at Work Etc Act 1974, in particular to the requirements for risk assessments. These assessments need to include for the potential impact of the business on those who are not their employees, especially family members including children.

10. Waste disposal

All waste generated in the course of a business must be disposed of in accordance with current waste regulations.

11. Transport of animals

If a collection or delivery service is provided, a suitable vehicle with a dog guard, cage or other suitable restraint must be used.