

ANIMAL BOARDING ESTABLISHMENTS ACT 1963

Conditions for Day Care

INTRODUCTION

- All reasonable precautions shall be taken to prevent illegal access to or escape of the animals.
- No dog registered under the Dangerous Dogs Act 1991 shall be accepted. Dog hybrids registered under the Dangerous Wild Animals Act 1976 (e.g. Wolf Hybrids) shall not to be accepted.
- Entire males and bitches in season must not be boarded together.
- Puppies under 6 months of age must not be boarded.

LICENCE DISPLAY

- A copy of the local Authority Licence must be suitably displayed to the public in a prominent position in the boarding establishment together with a current certificate of Public and Employers' Liability Insurance.

CONSTRUCTION

- 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.
- There shall be adequate space, light, heat and ventilation for the permitted number of dogs boarded in the day centre facility at any one time.
- There must be provided, within the grounds of the day care facility, an area that has been securely fenced to prevent escape for the purposes of exercising the boarded dogs. This outdoor area must be exclusive to the licensee. This area shall be kept clean and faeces shall be removed at least twice daily.
- Wood must not be used in the exposed construction of walls, floors, partitions, door frames or doors in areas accessible to dogs. There must be no projections liable to cause injury.
- Where galvanised weld mesh is used the wire diameter must not be less than 2.0mm (14 standard wire gauge) excluding any covering and the mesh size must not exceed 5.0cm (2").
- The interior surfaces of all walls of buildings must be of smooth impervious materials, capable of being easily cleaned.
- Where concrete or other building blocks or bricks are used, they must be so rendered and sealed as to be smooth and impervious and kept in good condition.
- Junctions between vertical and horizontal sections must be covered or be sealed with waterproof flexible grouting.
- Floors of all buildings, must be of smooth, impervious materials, capable of being easily cleansed and must incorporate a damp proof membrane.
- All windows which pose a security risk 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.

TRAINING

- All staff must be fully trained on emergency procedures and health and safety policies.

CLEANLINESS

- The accommodation and ancillary establishment, kitchen, corridors, runs etc. must be maintained in a state of cleanliness conducive to maintenance of disease control and animal comfort. The floors of living compartments must be kept clean and dry.
- All animals must be provided with a bedding area or bench large and sufficient to allow the animal to lie comfortably. All bedding/benches used shall be maintained in a clean and dry state.

FOOD AND WATER SUPPLIES

- Animals must be adequately supplied with suitable food as directed by the owner and must have an adequate supply of wholesome drinking water available at all times.

KITCHEN FACILITIES

- Feeding utensils must be satisfactorily cleaned or disposed of after each feed. Drinking utensils must be cleansed at least daily. Exclusive facilities (separate room or area) must be provided for preparing the animals food and must be kept clean and vermin free at all times. Refrigeration facilities must be provided to store fresh meat and open tins. All bulk supplies of food must be kept in vermin proof containers.
- Washing facilities must be available for staff.

DISEASE CONTROL AND VACCINATION

- Current vaccination certificates must be presented for each animal on arrival and evidence (original certificates/photocopies/recorded details) retained for the duration of stay. Dogs must be vaccinated against; Canine Distemper, Infectious Canine Hepatitis (Canine Adenovirus,) Bordatella Kennel Cough Leptospirosis and Canine Parvovirus. Evidence of recent broad spectrum de-worming must also be provided for all dogs.
- The Licensee must be registered with a veterinary that can provide adequate and sufficient veterinary care during all hours that the day centre is open. A veterinary surgeon must be called in case of any signs of disease, serious injury or illness.

ISOLATION AND CONTAGIOUS OUTBREAK

- A separate area must be available for isolation of any dog showing signs of infection.

REGISTER

- The owner of any dog to be boarded in the day centre facility must give written consent for their dog to be boarded together with dogs from other households.
- A register must be kept containing a description of any animals received into the establishment, date of arrival and departure, and the name and address of the owners. Such a register is to be available for inspection at all times by an officer of North Lanarkshire Council.

SUPERVISION

- A fit and proper person must always be present to exercise supervision and deal with emergencies whenever animals are boarded at the premises.

EXERCISE

- All dogs must have adequate daily exercise.

FIRE/EMERGENCY PRECAUTIONS

- Appropriate steps must be taken for the protection of animals in case of fire or other emergencies.
- An evacuation procedure for all animals must be in place and the establishment shall undertake a Fire Risk Assessment. Appropriate fire detection and fighting equipment established by this risk assessment must be provided and serviced in accordance with the manufacturer's instructions.

WASTE MANAGEMENT

- Arrangements must be made with an authorised waste management contractor to remove animal wastes from the establishment. Foul waste water must be disposed of by discharge to an approved sewerage system.

CEILINGS

- 25 Ceilings must be capable of being easily cleansed and disinfected

DOORS

- 26 Kennel doors must be strong enough to resist impact and scratching and must be fitted to be capable of being effectively secured.
- 27 Where metal bars and frames are used, they must be of suitable gauge (approximately 10-14) 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.
- 28 Door openings must be constructed such that the passage of water/waste is not impeded, or allowed to gather due to inaccessibility.

WINDOWS

- 29 All windows which pose a security risk must be escape proof at all times.

DRAINAGE

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

LIGHTING

- 31 Natural and artificial lighting of rooms must be sufficient to allow the proper use and cleaning of them.

VENTILATION

- 32 Ventilation must be provided to all interior areas without the creation of excessive, localised draughts.

MAINTENANCE

- 33 The premises must be maintained in good repair.

NUMBER OF ANIMALS

Number of Dogs Permitted

- 34 The maximum number of dogs to be kept at any one time is **to be determined by the local authority.**
- 35 Each dog must be provided with a separate compartment except that dogs from the same household may share a compartment of adequate size with the written consent of the dogs' owner.
- 36 No animals other than dogs are to be boarded within the licensed facilities without the written approval of the local authority.

Unit Size, Layout & Exercise Facilities

- 37 Dogs must be in dog compartments appropriate to their size and weight as specified by the manufacturer.
- 38 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.
- 39 Dogs must be exercised according to their needs.
- 40 The number of dogs being exercised at any one time shall not exceed the maximum specified by public liability insurance and shall be reduced accordingly to ensure full control, care and custody of the animal by handlers.
- 41 All dogs exercised on a highway or footpath must be kept on a lead.
- 42 Kennel compartments and exercise areas must open onto the secure corridors or other secure areas so that dogs are not able to escape from the premises.
- 43 Exercise areas must not be used as bedding areas.

SECURITY

- 44 The premises must have adequate arrangements and be adequately secure to prevent the escape of the dogs.
- 45 All dogs boarded at the premises must be fitted with a tag identifying the licence holder and their address on their arrival at the premises.
- 46 Dogs must never be left outside, unattended and in inclement weather.

MANAGEMENT

Training

- 47 A written training policy must be provided. Systematic training of staff must be demonstrated to have been carried out.

Temperature in Kennels

- 48 Heating facilities must be available to the kennel compartments and used according to the requirements of the individual dog.
- 49 There must be some part of the dog's sleeping area where the dog is able to enjoy a temperature of at least 10°C (50°F)

Cleanliness

- 50 All kennels, corridors, common areas, kitchen 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.
- 51 All excreta and soiled material must be removed from all areas used by dogs as soon as practicable.

- 52 All bedding areas must be kept clean and dry.
- 53 Each kennel must be thoroughly cleansed, disinfected using a parvocidal disinfectant and dried upon vacation. All fittings and bedding must also be thoroughly cleansed and disinfected at that time.
- 54 Facilities must be provided for the proper reception, storage and disposal of all waste. Measures must be taken to minimise the risk of rodent, insects and other pests within the premises.

Food and Water Supplies

- 55 All dogs must be supplied with adequate and suitable food as necessary. Wholesome water must be available at all times and changed regularly.
- 56 Eating and drinking vessels must be capable of being easily cleansed and disinfected to prevent cross-contamination. They must be maintained in a clean condition.
- 57 Separate feeding of dogs to minimise the likelihood of dispute and aggression.
- 58 Eating vessels must be cleansed after each meal.
- 59 Drinking vessels must be cleansed at least once a day.

Kitchen Facilities

- 60 Exclusive facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the dogs.
- 61 Where fresh and cooked meats are stored, refrigeration facilities must be provided and potential food contamination must be avoided.
- 62 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 also be provided for staff use.
- 63 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.

Disease Control & Vaccination

- 64 Adequate precautions must be taken to prevent and control the spread of infectious and contagious diseases and parasites amongst dogs, staff and visitors.
- 65 Proof must be provided and maintained that dogs boarded 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 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. All dogs must have been treated.
- 66 If a dog develops an infectious disease during its stay at the day care establishment, the premises must undergo a reasonable quarantine period, as specified by an authorised veterinary surgeon, before any new boarders are accepted at the premises.

- 67 All dogs must have been treated for fleas by their owners, external parasites and worms. All dogs should be treated regularly and in all cases the information recorded.
- 68 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.
- 69 A well stocked first-aid kit suitable for use on dogs must be available and accessible on site.
- 70 A suitable range of muzzles of varying sizes and a suitable dog catching device, must be kept on site.

Isolation

- 71 Isolation facilities must be provided and must be in compliance with the other boarding requirements but must be separate and physically isolated from the main kennels. This must be approximately 5m (15ft). (See also temperature control)
- 72 Adequate facilities to prevent the spread of infectious disease between the isolation and other kennels must be provided.
- 73 Hands must be washed after leaving the isolation facilities before handling other dogs

Register

- 74 A register must be kept of all dogs boarded. The information kept must include the following:
- 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 person to contact in emergency;
 - Name, address and telephone number of dog's veterinary surgeon;
 - Health, welfare and nutrition requirements
 - Details of vaccination and worming and flea treatments;
 - Date of last season for bitches
- 75 The register must be kept available for a minimum of 24 months and kept in such a manner as to allow an authorised officer ready access to such information.
- 76 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.
- 77 The licensee or other competent, fit and proper person must always be present to supervise and deal with emergencies whenever dogs are on the premises.

Identification of Kennelling Compartments

- 78 Each compartment must be clearly marked (eg numbered), and a system in place which ensures that relevant information about the dog in that kennel is readily available.

Supervision

- 79 The licensee or another competent, fit and proper person must always be present to exercise supervision and deal with emergencies whenever dogs are boarded at the premises.
- 80 The licensee must ensure that all staff receive training to a competent level.
- 81 No children under 16 shall be left unsupervised with boarded dogs.
- 82 Dogs must not be left unattended on the premises for their health, safety and welfare.
- 83 The licensing officer and/or dog warden at the Council must be informed immediately if a dog is lost whilst boarded at the premises.

Fire Precautions

- 84 Appropriate arrangements must be prepared for the protection of the dogs in case of fire or other emergencies.
- 85 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 to in the event of a fire or other emergency.
- 86 Fire fighting equipment must be provided in accordance with advice given by the Fire Prevention Officer. An all-purpose fire extinguisher must be provided.
- 87 All electrical installations and appliances must be maintained in a safe condition. There must be a suitable residual current circuit breaker system.
- 88 Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to dogs.
- 89 Precautions must be taken to prevent any accumulation which may present a risk of fire.
- 90 There must be adequate means of raising an alarm in the event of fire or other emergency.
- 91 The licensee must have access to a veterinary practice that can provide an emergency service if required when the dog's normal vet is unavailable.
- 92 Any boarded 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.

Transportation

- 93 All vehicles used to transport dogs must be designed and maintained so that they are easily cleansable and not cause injury to the dogs transported.
- 94 There shall be no projections liable to cause injury.
- 95 Any fouling or urination which occurs in the vehicle must be removed as soon as possible and the vehicle thoroughly cleaned and disinfected at the earliest opportunity.