

## **The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 Cat Boarding: Written procedures and records to be kept**

This document highlights the written policies, procedures and records that are required to meet the minimum conditions.

With your completed application form you need to submit the following:

- 1) all your written procedures (these are all listed on pages 1 and 2 of this document)
- 2) your client booking form or register (details of what your booking form/register needs to include can be found on pages 3 and 4 of this document)
- 3) consents from the owner (this could be part of your client booking form or a separate terms and conditions form (all the required consents can be found listed on page 4 this document)

By submitting all the above will ensure you will meet the minimum conditions for a license to be granted.

### **Required Written Procedures for Cat Boarding**

#### **4.3 The licence holder must provide and ensure the implementation of a written training policy for all staff.**

The staff training policy must be reviewed and updated each year. It must include:

- an annual appraisal
- planned and continued professional development
- recognition of knowledge gaps

#### **5.5 Procedures must be in place to make sure housing and any equipment within it is cleaned as often as necessary and good hygiene standards are maintained. The housing must be capable of being thoroughly cleaned and disinfected.**

Units must be inspected each day and kept in a clean condition. This must be done in line with the documented cleaning and disinfection procedure.

If a pest problem is identified, a pest control programme must be put in place.

#### **7.1 Active and effective environmental enrichment must be provided to the animals in inside and outside environments.**

The business must have a documented programme that shows how they provide an enriching environment to the cats.

#### **9.1 Written procedures must:**

(a) be in place and implemented covering

##### **(i) feeding regimes**

##### **(ii) cleaning regimes**

##### **(iii) transportation**

##### **(iv) the prevention of, and control of the spread of, disease**

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**(v) monitoring and ensuring the health and welfare of all the animals**

**(vi) the death or escape of an animal (including the storage of carcasses)**

(b) be in place covering the care of the animals following the suspension or revocation of the licence or during and following an emergency

**10.1 A written emergency plan**, acceptable to the local authority, must be in place, known and available to all the people on the premises used for the licensable activity. It must be followed where necessary to ensure appropriate steps are taken to protect all the people and animals on the premises in case of fire or in case of breakdowns for essential heating, ventilation and aeration or filtration systems or other emergencies.

An emergency drill programme must be in place with annual testing, or as required by fire risk assessments. All new members of staff must have this training as part of their induction programme.

There must be a plan for housing of the cats if the premises become uninhabitable.

There must be a written policy in place for dealing with extremes of temperature and weather conditions (hot and cold).

**10.2 The plan must include details of the emergency measures to be taken for the extrication of the animals should the premises become uninhabitable. It must also include an emergency telephone list with fire service and police contact details.** **Note: Your emergency plan should be one to two sides of A4 and cover all the requirements stated above**

**5.4 A preventative healthcare plan agreed with the vet with whom the licence holder has registered under paragraph 9(8) of Schedule 2 must be implemented.** **Note: The preventative health care plan template on page 6 can be signed by your registered veterinarian**

**Records to be kept by operator and will be checked during inspections:**

<b>Condition</b>	<b>Details of what to record</b>
<b>4.3</b>	(Staff training policy) Staff participation can be shown by: <ul style="list-style-type: none"><li>• keeping records of the courses they are taking</li><li>• keeping records of written or online learning</li><li>• keeping up to date with any research or developments for specific breeds</li><li>• annual appraisal documents</li></ul> Evidence of staff attendance or completion of the training must be provided.
<b>6.2</b>	Feed and (where appropriate) water intake must be monitored, and any problems recorded and addressed.

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7.3	<p>The animals' behaviour and any changes of behaviour must be monitored. The behaviour of each cat must be monitored each day. Changes in behaviour must be recorded and acted upon if there are signs of:</p> <ul style="list-style-type: none"> <li>• suffering</li> <li>• stress</li> <li>• fear</li> <li>• aggression</li> <li>• anxiety</li> </ul>
9.4	<p>All reasonable precautions must be taken to prevent and control the spread among the animals and people of infectious diseases, pathogens and parasites. The business owner must see an up-to-date veterinary vaccination record for all cats. The cats must have current vaccinations against:</p> <ul style="list-style-type: none"> <li>• feline panleukopenia</li> <li>• feline parvovirus, also known as feline infectious enteritis</li> <li>• feline respiratory viruses (feline herpesvirus and feline calicivirus)</li> </ul>
9.6	<p>Sick or injured animals must receive prompt attention from a vet. When a trained first aider suspects a cat is ill or injured, contact a vet for advice immediately. The business must record any instructions for treatment and seek further advice if there's ongoing concern.</p>
9.12	<p>The licence holder must keep a record of:</p> <ul style="list-style-type: none"> <li>• all euthanasia</li> <li>• the qualified vet that carried it out</li> </ul>
9.14	<p>Any signs of pain, suffering, injury, disease or abnormal behaviour must be recorded and the advice and further advice (if necessary) of a vet must be sought and followed. Inspectors must be able to access any record and associated checklists. Presence or absence of faeces and urine must be monitored each day. Any abnormalities must be recorded and acted upon as needed. Cats staying long-term (over 3 weeks) must be checked for weight-loss or gain. If there are any concerns, advice must be sought from a vet.</p>
4.1	<p>A register must be kept of all the cats on the premises which must include:</p> <p><b>Note: all of the information below must be contained in your client booking form</b></p> <ul style="list-style-type: none"> <li>(a) the dates of each cat's arrival and departure</li> <li>(b) each cat's name, age, sex, neuter status and a description of it or its breed</li> <li>(c) each cat's microchip number, where applicable</li> <li>(d) the number of any cats from the same household</li> <li>(e) a record of which cats (if any) are from the same household</li> <li>(f) the name, postal address, telephone number and email address of the owner of each cat and emergency contact details</li> <li>(g) in relation to each cat, the name, postal address, telephone number and email address of a local contact in an emergency</li> <li>(h) the name and contact details of each cat's normal vet and details of any insurance relating to the cat</li> </ul>

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	(i) details of each cat’s relevant medical and behavioural history, including details of any treatment administered against parasites and restrictions on exercise (j) details of each cat’s diet and related requirements (k) any required consent forms ( <i>see table below</i> ) (l) a record of the date or dates of each cat’s most recent vaccination, worming and flea treatments (m) details of any medical treatment each cat is receiving
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**4.1 k) Client Consent**

Consent forms must cover:

- veterinary treatment
- consent to share or separate cats if needed
- consent for toys or interaction preferences
- record of baskets or items left at the cattery

Condition Number	Details of consent
	<b>Note: these could be included as part of your client booking form or a separate terms and conditions page</b>
<b>6.1</b>	Dietary requirements that are agreed with the owner must be followed. If there are concerns about an individual cat’s diet, veterinary advice must be sought.
<b>8.2</b>	If cats from the same household share a unit, the owner must have given written consent.
<b>8.2</b>	Consent from the owner must include authority to separate cats, if there are any problems.
<b>9.4</b>	If there is evidence of external parasites, such as fleas, ticks or lice, the cat must be treated with a product authorised by the Veterinary Medicines Directorate (VMD). The product must be licensed for use in the UK. Treatment must only happen after either: <ul style="list-style-type: none"> <li>• having a consultation with a vet, using the product as directed</li> <li>• getting written consent from the owner or nominated person to treat the cat</li> </ul>
<b>9.7</b>	Any preventative treatment must be given with the written consent of the owner and under the direction of the vet.
<b>9.8</b>	When cats are boarding, the licence holder must get written consent from the cat’s owner to state which vet will be used.
<b>9.12</b>	Euthanasia must not take place until the owner or nominated person gives consent - unless it is crucial for the welfare of the cat.
<b>2.8</b>	A cat must not be left without bedding, unless instructed otherwise by the cat’s owner.

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**Veterinary (which we need to see evidence of during the inspection)**

**Note: The preventative health care plan template can be used to cover all 3 of the conditions below**

<b>Condition</b>	<b>Details</b>
<b>9.3</b>	<p>Appropriate isolation, in separate self-contained facilities, must be available for the care of sick, injured or potentially infectious animals.</p> <p>The business must have a facility to isolate any cat that is:</p> <ul style="list-style-type: none"> <li>• injured</li> <li>• sick</li> <li>• infectious or carrying a serious infectious disease</li> </ul> <p>If the isolation facility is at another location, such as a local veterinary practice, the licence holder must be able to show evidence that it's ready to use (for example, a letter from the practice).</p>
<b>9.8</b>	<p>The licence holder must register with a vet with an appropriate level of experience in the health and welfare requirements of any animals specified in the licence and the contact details of that vet must be readily available to all staff on the premises used for the licensable activity.</p> <p>The vet's details must be displayed where they can be easily seen by all staff members.</p> <p>This must the include:</p> <ul style="list-style-type: none"> <li>• name</li> <li>• address</li> <li>• telephone number</li> <li>• out of hours telephone number</li> </ul> <p>The veterinary practice must be within a reasonable travel distance.</p>
<b>5.4</b>	<p>A preventative healthcare plan agreed with the vet with whom the license holder has registered with</p>

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# Operators logo

## The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

Preventative Healthcare Plan for Business providing the following boarding activities

- Boarding Kennels for dogs
- Catteries
- Home Boarding of Dogs
- Day care for dogs

Dear {VETS PRACTICE NAME}

As a licensed and insured provider of dog and / or cat boarding (delete as necessary) under the above legislation we are required to operate as per the required licence conditions. One of the licence conditions is to provide a Preventative Healthcare Plan in accordance with our business.

Please could I ask by signing this letter that you agree that you are my businesses' nominated veterinary practice with which I am registered and confirm that you are able to treat and / or isolate any animals as required that are in my care as part of my boarding business.

In the event of the death of an animal, I would ask your practice to cold store the body upon the owners return.

In the event of an infectious disease of a dog, I would ask your practice to provide an isolation area until such disease is brought under control and/or upon the return of their owners.

In any of the above events, the owners will have already been contacted and have signed my vet release form, giving me permission to seek care for their animal at my nominated veterinary practice. I would supply their owners' written consent form, their own vet's details and an up to date copy of their animals vaccination records.

I confirm that all animals boarded as part of my business are fully vaccinated and have been treated for parasites in accordance with veterinary recommendations and I operate as per the procedures and conditions set out in the regulations

If you agree to this please could you sign this letter and return to me via email or post, or alternatively I can collect the letter at a convenient time for yourself.

My email is {YOUR EMAIL ADDRESS}

My address is {YOUR ADDRESS}

My mobile number is {YOUR MOBILE NUMBER}

Kind regards

{YOUR NAME}

I \_\_\_\_\_ of {VETS PRACTICE NAME} Date \_\_\_\_\_