

Document Checklist Keeping or Training Animals for Exhibition

Written procedures are required as a minimum standard for holding an animal activities licence. Failure to have these written procedures in place and to a suitable standard not only invalidates your licence, but it will also invalidate any business insurance you have as you will be in breach of your licence conditions.

Your written procedures are there to be followed so that everyday business operations take place in compliance with your licence and in the interest of animal welfare. They should therefore be written to include how you meet each of the licence conditions. The emergency contact/key holders will rely on these policies to ensure the business operates as normal in your absence. It is imperative that they are written as a step-by-step guide highlighting how the business operates on a daily basis.

Standard Operating Procedures

□ Training Policy

This document applies to **licence holders** as well as any paid staff or volunteer staff. It should detail training practices in line with the business.

- Outline how often training/CPD is undertaken
- Detail what kind of training is undertaken (formal vs informal)
- Explain how training is documented/recorded
- Explain what processes are in place to review training needs
- Explain the appraisal process (if applicable)
- Explain What induction training is available for new starters (if applicable)

As a minimum, evidence of informal training should be documented every other month.

Formal training with certification is optional, but an animal first aid course with regular refreshers is a **mandatory** requirement.

□ Cleaning Policy

This document should detail all cleaning that is carried out across the premises. This includes cleaning vehicles after transportation, cleaning of toys & any/all equipment used in relation to the animals (beds, blankets, grooming equipment etc), cleaning bowls and waste disposal, cleaning the premises (hoovering, dusting, carpet cleaning, hard floor cleaning, food prep area) and cleaning the isolation facilities after use.

- List the cleaning chemicals used as part of the activity (including things like detergent & washing up liquid) and where they're stored on the premises
- Explain the daily spot-cleaning process
- Explain the deep cleaning process
- Provide specific information on the dilution ratios for the chemicals used
- Include detailed instruction on where all cleaning equipment (such as cloths, mops, hoovers etc) are kept
- Provide the COSHH sheets for the chemicals used
- If pests have been/are a problem at the premises, explain what provisions have been implemented to manage this (if applicable)
- Outline if animals are removed from areas when they're being cleaned

□ **Immature Animals Policy (animals under 12 months of age)**

This document should outline what provisions the business has in place to help young animals become habituated to situations they may encounter during exhibits.

- Outline how they're introduced to new situations
- Discuss what training takes place to ensure they're suitable for the activity

□ **Separating/Grouping of Animals Policy**

This document should detail how you group animals according to their social needs, taking into consideration age, life stage and compatibility.

- Discuss feeding habits and whether animals need to be kept singly or in a group
- Outline predator/prey placement
- Explain how you prevent competition when giving toys and feed enrichment
- Outline how social interactions are managed

□ **Feeding Policy**

This document should detail the frequency of feeding and water provision, including how often water is changed or topped up. It should also detail monitoring of food and water intake.

- Outline where food is stored on the premises and how it's stored to deter vermin
- Outline how uneaten food is disposed of
- Outline if fridges and freezers are available
- Outline the time and frequency feeding takes place
- Outline what equipment is needed for feeding (bowls, hay nets, buckets etc) and where they're stored
- Discuss when vet advice would be sought and what records would be kept if eating/drinking habits dipped outside of the norm
- Link this policy with the monitoring & ensuring health policy regarding records for inappetence/changes in drinking habits
- Link this policy with the cleaning policy regarding cleaning of bowls and other feeding equipment

If raw feeding is undertaken there must be a separate procedure in place explaining how it's handled and prepared (e.g. gloves & aprons) and where/what equipment is kept for its preparation. How the cleaning station and associated equipment are disinfected after use must be referenced in the cleaning policy.

□ **Biosecurity/Disease Control and Prevention Policy**

This document should detail how you ensure disease is controlled and prevented on the premises you are visiting and on the premises where the animals are kept.

- Outline what measures are in place to stop disease from entering your premises
- Outline what measures are in place to manage zoonoses
- Outline what measures are in place to mitigate illness when taking an animal off site
- Explain what parasite control is in place
- Explain what vaccinations/boosters are in place
- Link this policy to your cleaning policy to show how the premises/associated equipment are kept clean to reduce the risk of disease manifesting
- Link this policy to your isolation policy to show how animals displaying illness are managed

□ **Transport Policy**

This document should outline how often you transport animals and how this is done safely in accordance with good welfare practice and law. This document is applicable even if animals are only transported in an emergency.

- Explain how animals are secured for transit (e.g. seatbelts, crates or pet carriers)
- Outline how predators and prey animals are transported to ensure they're not within sight, sound or smell of each other (if applicable)
- Outline how the temperature is regulated throughout the journey
- Outline which vehicle/s are available
- Explain how external life support is provided for species like reptiles or fish (where applicable)
- Outline what records are kept for transport
- Outline where the accident book is kept in the vehicle
- Discuss what provisions are available for long journeys (such as bottled water or food)
- Link this policy with the cleaning policy to show how the vehicle and any associated pet carriers are cleaned after use
- Link this policy with the emergency policy to discuss the contingency measures in place for the care/management of the animals if there was an accident or if the vehicle broke down

□ **Monitoring & Ensuring Health Policy**

This document should outline how often animals are checked, where observation records are kept and how often they should be filled out.

- Outline if grooming/bathing takes place and the frequency (if applicable)
- Outline how often basic health checks are performed (checking eyes, nose, teeth etc)
- Explain how long would pass before seeking vet advice if an animal were off their food or showing signs of illness/injury
- Outline what is in place for medicine management and storage
- Outline when and how changes in behaviour or health are recorded
- Explain what measures are in place to minimise stress whilst being exhibited
- Explain what signs of stress are exhibited by the species kept and what they should be monitored for
- Explain how long animals are exhibited for and how they can rest between appearances
- Explain what training the animals undertake and the methods used

An animal handling procedure should be in place to monitor interactions between humans and animals.

□ **Isolation Policy**

This document should outline the comprehensive steps taken to isolate a potentially infectious or injured animal.

- Outline where the isolation facilities are on the premises
- If isolation is off-site, discuss how animals are separated prior to transfer to the facility (If isolation facilities are off site, a letter from the vet/appropriate person agreeing to this must be provided)
- Outline what dedicated equipment is kept for isolation (bedding, bowls and any cleaning utensils) and where it is stored
- Outline how equipment specifically kept for isolation is identified so that it is not put in general circulation (e.g. stored in a labelled box)
- Explain how contaminated waste is disposed of
- Outline what PPE is available, where it's stored and how it is disposed of after use

- Explain what barrier nursing provisions and techniques are used to manage infectious disease on the premises
- Explain what provisions are in place for isolating animals on restricted movement due to injury
- Outline how often animals in isolation are monitored and where the records are kept
- Outline how equipment used on/for an infectious animal is disinfected or disposed of after use
- Link this policy with the cleaning policy to detail how the isolation facilities are kept clean

□ **Death and Escape Policy**

This document should outline what would happen in the event of an unexpected death.

- Explain where the deceased animal would be stored on the premises until it could be transported to a vet (e.g. wrapped in a blanket and placed in the coldest part of the residence)
- Outline who would be contacted (e.g. the licensing officer)
- Explain what records would be kept

This document should outline what would happen if an animal escaped either from their place of residence or during an active exhibit.

- If the species is microchipped, outline who notifies the microchip company
- Discuss if signs would be placed in the local area or if social media would be utilised
- Outline if the licensing officer would be notified
- Outline who else the loss reported to (e.g. local vets and neighbours)
- Explain how a search would be carried out
- Explain what provisions are already in place to minimise the chance of escape
- Detail what records would be kept
- Explain how the procedures may differ if an animal escaped from an active exhibition

□ **Emergency Policy**

- Include a list of **all** emergency contacts (fire, ambulance, power company, water company, designated key holder, emergency contacts, trapping teams etc)
- **Fire** – Outline evacuation routes, what firefighting equipment is available, how animals are evacuated and kept safe during the emergency, smoke & CO2 detector locations & how often they're tested
- **Loss of utilities** - Outline how accommodation would be heated or kept cool in the absence of gas or electric. Discuss how water could be provided if it is shut off and how cleaning could be affected. Discuss emergency lighting (such as torches and where they're stored)
- **Extremes of temperature** – Outline what happens if temperatures get too high or low and cannot be controlled adequately. Think about hypothermia or heat stroke and. Outline who is first aid trained and what records/additional monitoring would be implemented.
- **Extremes of weather lightning storms/flooding/snow** – Outline if monitoring is increased. Discuss what measures would be taken to reduce stress.
- **Breakdown of vehicle/accident/traffic jams** - Outline who would recover you. Outline who could collect the animals so they wouldn't need to wait extended periods for recovery. Discuss what additional monitoring would be undertaken & where this would be

recorded. Discuss what would happen in the event of an accident. Outline what emergency provisions are kept in the vehicle (e.g. water bottles or blankets)

- **Alternative accommodation if the premises became uninhabitable** - Discuss how the animals would be housed if the premises became uninhabitable (e.g. the emergency contact would be engaged, or they'd be transferred to another licenced premises). Outline who would notify the licensing officer.
- **Alternative accommodation if the licence were revoked or suspended** – Explain that trading would cease immediately and that all future bookings would be cancelled until the licence was reinstated. Outline that the business would work with the licensing officer to rectify any outstanding issues so the licence could be reinstated.

Repair and maintenance procedure/programme.

This document should outline where and how any repairs or defects are recorded and what maintenance jobs are planned/scheduled for the premises throughout the year. A specific diary or logbook alongside the policy is appropriate

Other Documents

Site plan of premises

This does not have to be to scale but it should show how the premises is laid out. Specific dimensions are required for each animal enclosure/habitat.

Public Liability Insurance Certificate

This should be for at least £5 million cover (not to be confused with employers' liability which is different)

List of qualifications & certificates

A list of qualifications, including copies of all formal training certificates and records of informal training that have been undertaken and completed by staff (volunteer or otherwise) and the licence holder/s must be provided.

Training and development plans

The licence holder/s and all staff (including volunteers) must have a training record and development plan.

Activity Specific Documents

Socialisation, Training & Habituation Plan for animals

This document should outline how are they trained, grouped, and prepared for being used in the activity

Introduction of new animals to the collection and/or existing groups policy

This document should detail how a new animal would be gradually introduced to an existing group.

- Explain how introductions would take place
- Explain what information is recorded (such as behaviour assessments) and where it's kept

- Explain what would happen if the introduction doesn't go as planned

□ **Health & safety risk assessments**

These are risk assessments that relate to each individual exhibition. They must be undertaken before any animals arrive on site. If you have multiple types of handling/interaction activities, you may need a separate RA for each.

□ **Welfare risk assessment**

This is a specific risk assessment which must assess against the 5 welfare needs outlined in the Animal Welfare Act 2006. It must be completed before any animals arrive on site and can be linked to the health and safety risk assessments.

□ **Animal exhibition schedule/rotation policy**

This document should outline how many times and how long an animal can be used for an exhibition, including the need for rest periods. It should explain how often animals are rotated to prevent overuse and stress.

□ **A register of each animal exhibited or to be exhibited which must include:**

- The full name of the supplier of the animal
- Its date of birth
- The date of its arrival
- Its name (if any), age, sex, neuter status, description and microchip or ring number (if applicable)
- The name and contact details of the animal's normal vet and details of any insurance relating to it
- Details of the animal's relevant medical and behavioural history including details of any treatment administered against parasites and any restrictions on exercise or diet
- A record of the date or dates of the animal's most recent vaccination, worming and flea treatments
- The distance to and times taken for it to travel to and from each exhibition event

The register must state if the animal does not need vaccinations, worming or flea treatment. If any of this information is unknown, the reason must be documented.

□ **Written procedure for accident involving animals in transit. (*Where animals are transported to events*)**

This document should outline the step-by-step process for caring for animals if there was an accident during transit.

- Outline how an accident would be dealt with
- Detail who would be on call to offer roadside treatment if the animal cannot be moved
- Explain how the animals would be removed from the roadside quickly
- Outline who would care for the animals in your absence

RECORDS WILL BE CHECKED DURING THE INSPECTION