

Kennels Pre-inspection information Notes:

- The staff to dogs ratio will be around 1:25
- Any wood used must be smooth and treated and properly maintained to render it impervious
- Dogs walked outside the facility must be kept on a lead at all times
- No more than four dogs can be walked at any one time
- When outside the premises each dog must wear an identity tag with the licence holders details on
- A suitable range of muzzles and a dog catching device must be kept on site (a dog pole)
- There must be a designated key holder available in case of emergencies, details of this person need to be lodged with the Licencing authority
- An emergency contact name/number must be displayed on the outside of the premises
- The licence holder must register with a veterinarian

Procedures/policies needed:

- A written staff training policy (to include induction, annual appraisal, planned continued professional development, use of online courses and literature, should no staff be employed this should demonstrate the license holders own knowledge development. This must also cover dog welfare, dog handling, dog behaviour, cleanliness and hygiene, feeding and food prep, disease control, recognising and treating sick animals)
- A safety procedure if head height is less than 1.8m or if corridor of facing units is less than 1.2m wide
- Unit doors should open inwards, any not require a documented procedure to demonstrate staff safety
- A cleaning and disinfecting procedure (to include isolation provisions)
- A procedure covering transportation
- A procedure covering feeding
- A procedure covering the prevention of, and control of the spread of, disease
- A procedure covering the death or escape of an animal
- A procedure covering the care of animals following suspension/revocation of the licence or during and following an emergency (emergency plan)
- A fire risk assessment and documented fire procedure is required
- A daily health and behaviour record for each dog
- An enrichment programme to be documented, to include grooming, socialisation, play and appropriate toys and feeding enrichment
- A procedure to accommodate the needs of dogs under one year of age
- A procedure to deal with difficult dogs
- A record of all euthanasia is to be kept

Consents/information required:

- Consent to be walked outside of the facility
- Consent to mix with dogs other than those from their own household (on walks or in exercise areas)
- Owners must stipulate if mixing occurs whether it is with named dogs only or dogs selected by the proprietor
- Consent for dogs from the same household to share a kennel
- Consent to separate dogs from the same household should a problem arise
- Consent to seek a veterinary assessment and emergency treatment and to administer any medicines prescribed by a veterinarian
- Consent as to which veterinarian is to be used
- Suitable emergency contact information is required

Records:

- 11.1 A register must be kept of all the dogs at the premises which must include—
- (a) the dates of each dog's arrival and departure;
 - (b) each dog's name, age, sex, neuter status, microchip number and a description of it or its breed;
 - (c) the number of any dogs from the same household;
 - (d) a record of which dogs (if any) are from the same household;
 - (e) the name, postal address, telephone number and email address of the owner of each dog and emergency contact details;
 - (f) in relation to each dog, the name, postal address, telephone number and email address of a local contact in an emergency;
 - (g) the name and contact details of the dog's normal veterinarian and details of any insurance relating to the dog;
 - (h) details of each dog's relevant medical and behavioural history, including details of any treatment administered against parasites and restrictions on exercise;
 - (i) details of the dog's diet and related requirements;
 - (j) consent forms;
 - (k) a record of the date or dates of each dog's most recent vaccination, worming and flea treatments;
 - (l) details of any medical treatment each dog is receiving.

Star ratings:

As part of the new regulations each premises will receive a star rating following their formal inspection. In order to achieve the best star rating possible each premises will need to have covered all of the standard conditions and have all consents, policies and procedures in place.

In order to meet the highest possible rating for both the high and low risk categories in the rating matrix certain extra conditions will need to be met. The higher standards are classified in to two types: **required** and **optional** and are outlined below. **Higher standards that appear in blue text are required**, whereas **those that appear in red text are optional**. To qualify as meeting the higher standards, the business needs to achieve all of the required higher standards as well as a minimum of 50% of the optional higher

Required

- Staffing levels will be up to 1 full-time equivalent attendant per 15 dogs kept.
- Dogs must be provided with a design and layout that provides them with choice. Separate areas for different activities must be provided. This can be achieved by, for example, inclusion of raised platforms.
- All individual dogs must be inspected at least once at an appropriate interval during the out of hours period (e.g. 1800-0800).
- There must a clear plan setting out two walks per dog each day for a minimum of 20 minutes each or two sessions of access to a secure open area away from the kennel unit.
- A member of staff must be on site at all times
- The sleeping area must be at least 2.85m².
- There must be a documented daily enrichment plan setting out two or more sessions per day.
- There must be separate buildings used for different activities with separate staff and separate equipment.

Optional

- A member of staff with a relevant OFQUAL regulated Level 3 qualification must be present during the working day.
- Ventilation must be a managed, fixed or portable, air system to ensure appropriate temperatures are maintained in all weathers. This can be an air conditioning unit or use of removable fans.
- A noise management plan must be in place e.g. physical barriers, sound absorbing build structure, positive reinforcement training to keep barking down, kennel design to prevent noise generation with demonstration of effectiveness.