

DOG DAY CARE LICENCE CONDITIONS

ANIMAL BOARDING ESTABLISHMENTS ACT 1963

CODE OF PRACTICE FOR THE WELFARE OF DOGS SCOTLAND 2010

(Although the Code does not have legislative effect, it is intended to promote and give examples of good practice. Failure to comply with a provision of this Code, whilst not an offence in itself, may be relied upon as tending to establish liability where a person has been accused of an offence under Part 2 of the Act.)

GENERAL CONDITIONS

Unless otherwise stated, these conditions shall apply to all buildings and areas to which the dogs have access and / or are used in association with the boarding of dogs.

The applicant shall ensure that all relevant planning and building control permissions are obtained.

Dog hybrids registered under the Dangerous Wild Animal Act 1976 (e.g. Wolf Hybrids) or dogs registered under the Dangerous Dogs Act 1991 are not to be accepted for day boarding.

No animals, other than dogs, are to be boarded at the facility.

Dogs are not permitted to be boarded overnight.

Licence Display

1. A copy of this licence and its conditions must be suitably displayed to the public in a prominent position at the boarding establishment or made available to each boarder on request.
2. In addition to the following standard conditions a licence may also contain special conditions that are only applicable to the applicant's premises.

3. Access shall be permitted to any authorised Officer of East Lothian Council at any reasonable time. All reasonable directions and requirements of such Officer or the Licensing Authority shall be complied with.
4. The licence holder must surrender the Licence, if and when called upon to do so, by the Licensing Authority.

Insurance

5. The Licensee must ensure that the establishment is covered by adequate and suitable public liability insurance and, where necessary, adequate and suitable employers liability insurance.
6. Certificates of insurance shall be displayed in a prominent position.

Number of dogs permitted

7. The number of dogs accommodated at the establishment at any one time shall not exceed that stated on the licence.

The maximum number of dogs and the ratio of dogs to staff are to be determined by the East Lothian Council, taking into account the location and size of premises and any advice sought from East Lothian Council's Veterinary Officer. It is generally expected that the ration of 1 staff member to 6 dogs will be maintained. East Lothian Council will review the maximum permitted number of dogs and the ratio of dogs to staff on a regular basis.

Nuisance

8. The premises shall be operated in such a way as to avoid nuisance to occupiers of neighbouring properties

Accommodation, Equipment and Outside Areas

9. The dog day care establishment must be laid out and operated in accordance with an approved plan, to be submitted to East Lothian Council. The licence only applies to the approved plan. Before carrying out any alterations, plans must be submitted to and approved by East Lothian Council.

10. Fencing materials must be secure and safe.

Fences and/or other barriers must be of sufficient height to prevent dogs from escaping and to prevent access by persons not connected to, or employed by the establishment.

Where metal bars and frames are used they must be of a suitable gauge with spacing adequate to prevent dogs escaping or becoming entrapped. Any metal edging must not cause injury.

Doors, fences and/or barriers must be of adequate strength and construction to resist impact and scratching.

11. The general construction must be such that the security of dogs is ensured.
12. All doors must be secure and lockable and gates secured at all times to prevent dogs from escaping. External exercise areas must not permit members of the public to have access to dogs.
13. There must be a suitable indoor individual accommodation provided for dogs who require a rest / time out period. The pens must be secure and provide suitable space for the dog to comfortably lie down and stretch out. Partition walls between the pens must be of solid construction to a minimum height of 1.2m. Individual accommodation must be provided at a ratio of at least 50 per cent to the number of dogs licensed.
14. Untreated wood should not be used in exposed construction of walls, floors, partitions, door frames or doors within the dog indoor common area. There must be no projections liable to cause injury. Where wood has been used in existing construction it must be smooth and treated to render it impervious. All internal surfaces used in construction of walls, floors, partitions, doors and door frames must be durable, smooth and impervious and capable of being easily cleaned and disinfected. All exterior wood must be properly treated against wood rot with non-toxic products.
15. Agility or play equipment must be constructed of suitable material and maintained in a good condition.
16. All internal furnishings shall be maintained in a sound condition to permit thorough cleaning and disinfection, be inspected on a regular basis for damage and repaired or replaced as required. Windows which pose a security risk must be escape proof.
17. Adequate lighting must be provided throughout the establishment such that all areas accessible to dogs are clearly visible. Adequate ventilation must be provided to all interior areas.

Maintenance

18. The interior and exterior of the buildings should be maintained in good repair. Outer paths, exercise areas and general surroundings must be kept in a good condition.

Temperature Control

19. Heating shall be provided to indoor areas according to the requirements of individual dogs. A maximum temperature of 26°C (79°F) and a minimum temperature of 10°C (50°F) should not be exceeded in normal circumstances.
20. Adequate shade shall be provided in outdoor area(s) to protect animals from direct sunshine.

Drainage and Water

21. The establishment must have suitable and sufficient drainage arrangements.
22. Wholesome drinking water must be available at all times and changed frequently throughout the day. Drinking vessels must be easy to clean and disinfect and must be maintained in a clean condition.

Utility Area

23. A suitable and separate utility area shall be provided.
24. An equipment cleaning sink and a wash hand basin with hot and cold water shall be provided.
25. Suitable storage shall be provided for the keeping of dog food and veterinary medicines.
26. Equipment must be capable of being cleaned and disinfected.

Staff Training

27. Staff should be adequately trained in the safe handling of dogs, emergency procedures and all other aspects of the licence conditions which are pertinent to their work.
28. A written training policy and risk assessment must be provided for all staff and include the following topics:
 - Animal Handling and Control
 - Animal Welfare
 - Cleanliness and Hygiene
 - Feeding and Food Preparation
 - Disease Control
 - Recognition and Treatment of Sick Animals
 - Emergency Procedures
 - Transportation of Animals

Animal Control

29. A documented assessment of each dog will be undertaken to ensure that they display the correct behavior towards other dogs and staff. Records of individual assessments shall be retained and available for inspection.
30. Any injuries which occur to dogs either during transport or within the premises must be recorded and such records will be retained and made available for inspection by the Licensing Authority.
31. Due to the unique arrangements within the day boarding establishment which allows the free mixing of dogs, all dogs over the age of 6 months old shall be neutered / dressed. Alternatively, implanted dogs who have received their implants not less than 6 weeks and not more than 6 months previously may be accepted into dog day care.
32. If puppies are to be accepted, there must be a separate area provided.
33. There must be a review procedure to ensure that dogs are excluded should they exhibit any aggressive behaviour.
34. A supervised area must be provided to introduce new dogs to the existing pack before being accepted to the play area. Outside exercise or play areas should be divided into different paddocks to provide separate areas for different types of dogs and to allow staff to maintain control of the pack at all times.

35. A suitable range of muzzles of varying sizes and a suitable dog catching device must be kept on site. Dogs should not be left muzzled in common areas.
36. Dogs must have access to a suitable secure outdoor area.
37. If dogs require feeding, this must be carried out in a secure area.
38. If dogs are exercised outwith the premises they must be kept on a lead at all times unless they are being exercised in a safe and secure area and with the written consent of the individual owners.

Disease Control and Vaccinations

39. Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors.

An infection control policy shall be in place, detailing the steps to be taken in the event of a sick dog arriving at the premises or becoming ill during the period of stay.

40. Dogs attending the day care facility must have current vaccinations against Canine Distemper, Bordatella Kennel Cough, Infectious Canine Hepatitis (Canine Adenovirus), Leptospirosis (L.canicol and L. Icterohaemorrhagiae and Canine Parvovirus and other relevant diseases. Vaccinations must thereafter be kept up to date and in accordance with manufacturer's guidelines. A copy of all up to date certificates must be kept on-site throughout the period that the dog attends the day care facility and shall be made available to East Lothian Council for inspection on request. The first course of vaccinations must have been completed at least four weeks before the first date of boarding.
41. No sick animals shall be admitted to the premises.
42. Precautions must be taken to prevent the spread of fleas, ticks, intestinal parasites and other parasites. The licence holder shall satisfy themselves that dogs are routinely treated against worms and, fleas/ticks.
43. 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 followed.
44. Following the diagnosis of an infectious disease the establishment must undergo a reasonable quarantine period based on veterinary advice.

45. The licence holder must inform the Licensing Authority within 24 hours of any dog boarded in the establishment which develops an infectious disease.
46. The Licensing Authority must be informed of the death of any dog in the establishment within 24 hours. Arrangements must be made for the body to be stored at a veterinary practice until the owner/emergency contact is notified of the death.
47. A first-aid kit suitable for use on dogs must be available and accessible on site.
48. The telephone contact number of the veterinary practice used by the establishment, be known to all members of staff.
49. A lockable medicine storage box must be provided and a suitable container for the disposal of sharps be available if required.
50. Communal water play facilities with static water e.g. baths and troughs are not permitted as they are considered to present a potential route for the spread of infection. Communal water play facilities must have continual running or flowing water.

Isolation Facilities

51. Suitable isolation facilities must be provided to house any sick or injured dog until such time as it can be returned to its owner or transported to a vet.

There must be a means of maintaining the temperature within the isolation facilities at a level suitable for the conditions of the dog and dependent on veterinary advice. In any event, the temperature of the isolation facilities should not be allowed to fall below 15.5°C (60°F) generally, unless specific advice is given to the contrary by the Veterinary Surgeon.

52. Isolation facilities must be separate and physically isolated from the main activity areas.
53. Adequate precautions must be taken to prevent the spread of infectious disease between the isolation facilities and communal dog areas.
54. Any vehicle used to transport a sick dog must be cleaned and disinfected after use.

Register of Animals

55. A daily register must be kept of all dogs attending the facility. The information kept must include the following:
- Date of first attending and days of the week normally attended by each dog
 - 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 and emergency contact
 - Name, address and telephone number of dog's veterinary surgeon
 - Written agreement in respect of emergency veterinary treatment
 - A written record of medicines administered on the premises
 - Health, welfare, nutritional and exercise requirements
56. Such register to be available for inspection at all times by an Officer of the local authority, veterinary surgeon or veterinary practitioner authorised under Section 2(1) of the Animal Boarding Establishments Act, 1963.
57. The register must be retained, kept readily available for a period of not less than 2 years and kept in such a manner as to allow an authorised officer easy access to such information.
58. Where records are computerised, a back-up copy must be kept.

Supervision

59. A fit and proper person with relevant experience must always be present to exercise, supervise and deal with any emergency. Employees must not be under the age of 16 years and no-one under the age of 18 years shall be the nominated person.
60. At no time shall dogs in the common indoor and outdoor areas be left unsupervised.

Identification and Control of Dogs

61. All dogs must wear a collar and/or identity tag identifying the name and address of the owner.

Transportation of Animals

62. Vehicles used by the dog day care establishment must be fitted with cages of adequate size for the safe transportation of dogs and be provided with adequate permanent ventilation. All vehicles must be secure and should not be left unattended when transporting a dog.

A written emergency procedure should be in place in the event of a vehicle transporting dogs breaking down. There should be sufficient leads available to safely evacuate the dogs.

63. During exceptionally warm days, water must be available in the vehicle and journeys must be planned to minimise the time dogs spend in the vehicle.
64. A suitable dog first aid kit suitable must be provided in all vehicles used to transport dogs.

Cleanliness

65. All indoor areas used by dogs must be kept clean and free from accumulations of dirt and must be kept in such a manner as to be conducive to maintenance of disease control and dog comfort.
66. All excreta and soiled material must be removed immediately from communal areas used by dogs and as soon as practicable from the isolation kennel(s) or other areas used to house dogs.
67. All fittings, bedding and towels must also be thoroughly cleansed and disinfected on a daily basis and more frequently if necessary.
68. Facilities must be provided for the proper reception, storage and disposal of all waste.
69. All cleaning chemicals and materials used must not be harmful to dogs and must be stored in a secure cupboard or cabinet.
70. Measures must be taken to minimize the risks from rodents, insects and other pests within the establishment.

Fire Safety & Other Emergency Precautions

71. Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies.
72. An emergency evacuation plan and fire warning procedure must be in place and include instructions on where dogs are to be evacuated to in the event of a fire or other emergency.
73. There must be adequate means of raising the alarm in the event of a fire or other emergency.
74. Electrical installations and appliances must be maintained in a safe condition.
75. Heating appliances must be as free of risk of fire as is reasonable practicable.