

AGENDA FOR

LICENSING AND SAFETY PANEL

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To: All Members of Licensing and Safety Panel

Councillors : N Bayley, I Bevan, D Cassidy, J Grimshaw,
T Holt, D Jones (Chair), A Matthews, T Pickstone,
A Quinn, S Southworth, B Vincent and J Walton

Dear Member/Colleague

Licensing and Safety Panel

You are invited to attend a meeting of the Licensing and Safety Panel which will be held as follows:-

| | |
|-----------------------------|---|
| Date: | Thursday, 5 December 2013 |
| Place: | Committee Rooms A & B, Town Hall, Knowsley Street, Bury |
| Time: | 7.00 pm |
| Briefing Facilities: | If Opposition Members and Co-opted Members require briefing on any particular item on the Agenda, the appropriate Director/Senior Officer originating the related report should be contacted. |
| Notes: | |

AGENDA

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST

Members of Licensing and Safety are asked to consider whether they have an interest in any of the matters on the Agenda, and if so, to formally declare that interest.

3 MINUTES OF THE LAST MEETING *(Pages 1 - 6)*

To approve and sign as a correct record the minutes of the meeting held on 4 November 2013. A copy of the minutes are attached.

4 PUBLIC QUESTION TIME

Questions are invited from members of the public present at the meeting on any matters about the work or performance of the Council or the Council's Services.

Approximately 30 minutes will be set aside for Public Question Time if required.

5 OPERATIONAL REPORT *(Pages 7 - 8)*

A report by the Assistant Director (Localities) is attached.

6 ANIMAL BOARDING ESTABLISHMENT CONDITIONS *(Pages 9 - 50)*

A report by the Assistant Director is attached.

7 URGENT BUSINESS

Any other business which by reason of special circumstances the Chair agrees may be considered as a matter of urgency.

8 EXCLUSION OF THE PRESS AND PUBLIC

EXCLUSION OF PRESS AND PUBLIC

To consider passing the appropriate resolution under section 100 (A)(4) of the Local Government Act 1972 that the press and public be excluded from the meeting during consideration of the following item of business since it involves the likely disclosure of the exempt information stated.

**9 PROPOSED SUSPENSION/REVOCATION OF A PRIVATE HIRE
DRIVERS' LICENCE** *(Pages 51 - 70)*

A report by the Assistant Director (Localities) is attached.

10 APPLICATION FOR A PRIVATE HIRE DRIVER'S LICENCE *(Pages 71 -
74)*

A report by the Assistant Director (Localities) is attached.

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Licensing and Safety Panel, 4 November 2013

| | |
|-------------------------------|--|
| Minutes of: | LICENSING AND SAFETY PANEL |
| Date of Meeting: | 4 November 2013 |
| Present: | Councillor D Jones (In the Chair) Councillors: N Bayley, D M Cassidy, J Grimshaw, T Holt, A K Matthews, A Quinn, S Southworth, B Vincent and J F Walton |
| Apologies for absence: | Councillors: I Bevan and T Pickstone |
| Public Attendance: | There were 6 members of public present at the meeting |

LSP.462 DECLARATIONS OF INTEREST

No declarations of interest were made in relation to any items considered at the meeting.

LSP.463 MINUTES OF THE LAST MEETING

Delegated decision:

That the Minutes of the Licensing and Safety Panel meeting held on 10 October 2013, be approved as a correct record and signed by the Chair.

LSP.464 PUBLIC QUESTION TIME

Mr Charles Oakes of the Hackney Drivers' Association Ltd, addressed the Licensing and Safety Panel in relation to a statement submitted on behalf of the Hackney Drivers of Bury, requesting that the '5 fault rule' policy be withdrawn and replaced with a policy whereby carriages will not be licensed beyond 15 years of age. Mr Oakes also requested more testing stations and a further taxi rank to be located on Market Street.

Mr Oakes stated that it was discriminatory to the Hackney Drivers regarding the 5 fault rule as the Private Hire Drivers were not governed by the same policy.

The Head of Commercial and Licensing, Mr Johnson, reported that Mr Oakes' statement had been included with the operational report, which had been issued to members of the Licensing and Safety Panel prior to the meeting.

Mr Johnson stated that the issue regarding the 5 fault rule maybe better discussed at the next taxi trade forum which was due to be held on 3 December 2013. However, he reminded the Licensing and Safety Panel

Licensing and Safety Panel, 4 November 2013

Members that a report had previously been considered by the Panel on the 5 fault rule on 10 June 2013, relating to the testing of Hackney Carriage vehicles over 10 years old. The members of the Hackney Drivers' Association had at that time requested that the 5 fault rule be reconsidered and amended so as to allow vehicles which fail to meet the defined criteria to continue to be licensed subject to other proposals from the trade. These proposals were rejected by the Licensing and Safety Panel at that time, who resolved to amend the 5 fault rule so as to make passing the test more achievable in respect of bodywork and paintwork damage. The Panel also resolved to extend the rule so as to make it applicable to all Hackney Carriages over 6 years old from the date of first registration. Mr Johnson also noted that the rule for the Private Hire trade is that vehicles over 10 years of age must be of 'exceptional condition' which he stated was effectively showroom condition.

In relation to the issue of further testing stations, Mr Johnson stated that the members of the Licensing and Safety Panel had agreed to one station on many occasions but this issue could again be considered if members so requested.

Mr Johnson also reported, that in relation to further taxi ranks, it was currently being considered favourably, that for a trial period, a rank would be located outside the Art Picture house on Haymarket Street. There had been some opposition from Greater Manchester Transport regarding this as the rank would be opposite the bus interchange, however, it was hoped that a trial period would ensue. Mr Oakes acknowledged and welcomed the trial of the further rank.

Mr Afzal, a Hackney Carriage driver, stated that he had been driving taxis in Bury for 15 years but that now the trade were suffering under the 5 fault rule and Mr Oakes stated that it had been unanimously agreed at a meeting of the Hackney Drivers, that further action would be taken if the 5 fault rule was not withdrawn.

The Chair, Councillor Jones, stated that all policies are continuously reviewed by Officers and Elected members and further discussion on the 5 fault rule would take place on 3 December at the taxi trade forum, where the issue of the difference between the Hackney Carriage and Private Hire policies would be considered.

A Hackney Carriage Driver addressed the Licensing and Safety Panel regarding the issue of Private Hire vehicles stopping for long periods of time on the Hackney Carriage taxi ranks and plying for trade.

The Chair asked if there was any evidence, i.e. number plates, of these vehicles in which they could be investigated and that it was important to acquire this information.

Mr Oakes stated that he regularly took pictures of these vehicles and

Licensing and Safety Panel, 4 November 2013

reported them to the Licensing office but no action was taken. He stated that the Hackney Carriage taxi drivers needed support and consideration on all the issues raised as they were having a detrimental effect on the drivers and the trade. Councillor Jones explained that all of the issues would be discussed at the taxi trade forum on 3 December 2013. This was agreed by Members.

Mr Gerry Kelly, the Deputy Licensing Officer, stated that Officers regularly go out and check when passengers are dropped off or collected, that there is evidence of pre-booking and pointed out there is little that can be done if the evidence exists.

LSP.465 OPERATIONAL REPORT

The Assistant Director (Localities) submitted a report setting out an update on operational issues within the licensing service, including:

- The prosecution of an illegal street trader who was trading during the music event held at Heaton Park on 7 June 2013. The trader was found guilty and was fined £140.00 plus £20.00 victim surcharge and the Council was awarded £325.00 costs.
- An application was made to the Head of Commercial and Licensing on 17 October 2013, following consultation with the Chair of the Licensing and Safety Panel, Councillor Jones, to immediately revoke an individual's Private Hire Driver's Licence due to information that had been received from Greater Manchester Police in relation to indecency. The application was granted.

Delegated decision:

That the report be noted.

LSP.466 URGENT BUSINESS

There was no urgent business reported at the meeting.

LSP.467 EXCLUSION OF THE PRESS AND PUBLIC

Delegated decision:

That in accordance with Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following items of business since it involved the likely disclosure of information relating to individuals who hold Licences granted by the Authority or applicants for Licences provided by the Authority.

Licensing and Safety Panel, 4 November 2013

LSP.468 PROPOSED SUSPENSION/REVOCATION OF PRIVATE HIRE DRIVERS' LICENCES

Note: Councillor Holt joined the meeting.

Client 14/2013 withdrew their application prior to the meeting.

The Deputy Licensing Officer presented a report submitted by the Assistant Director (Localities) on the proposed suspension/revocation of a Private Hire Driver's Licence.

The licence holder was invited into the meeting room for their hearing and the Chair outlined the procedure to be followed. The Deputy Licensing Officer read out the contents of the report which was accepted by the licence holder.

The licence holder, who was supported by a family member, took the opportunity, to address the Panel.

Delegated decision:

Upon considering the written report, the oral representations made by the licence holder and the family member and taking account of relevant policy and guidance, and in particular the Council's Conviction Guidelines, the Panel, whilst acknowledging the continuous provocation to the driver and family, highlighted the fact that the driver had been convicted of an offence involving violence and that the expectation of the Council is that licence holders maintain the highest standards of public safety, trust and conduct.

Therefore, the panel resolved, unanimously, to **suspend the licence holder identified as 15/2013 for one month.**

The licence holder was advised of their right of appeal within 21 days of notification to the Magistrates' Court.

LSP.469 APPLICATIONS FOR PUBLIC/PRIVATE HIRE DRIVERS' LICENCES

The Deputy Licensing Officer presented a report submitted by the Assistant Director (Localities) regarding applications for Public/Private Hire Vehicles Drivers' Licences.

The applicants were invited to attend the meeting for separate hearings. The Chair outlined the procedure to be followed and the applicants were invited to address the Panel separately on their applications and any matters referred to in the Officer's report. The Deputy Licensing Officer read out the contents of each report which were accepted by the applicants.

Licensing and Safety Panel, 4 November 2013

Delegated decisions:

1. That after careful consideration of all the representations and evidence and taking into account the Council's Conviction guidelines, the application for a Private Hire Driver's Licence by applicant 12/2013, who was accompanied by a representative of Magnum Whiteline taxis, be **granted for a 6 month period**.

The Panel acknowledged the circumstances at the time of the convictions and although both incidents were considered serious, were both over five years previously and the applicant showed remorse for his actions. The representative of Magnum Whiteline taxis stated that he would be willing to offer the applicant employment.

The Panel requested that the Licensing department extend the licence period subject to no issues being brought to light during the 6 month period.

2. That after careful consideration of the representations submitted and taking into account the Council's conviction Guidelines, the application for a Private Hire Driver's Licence by applicant 13/2013 be **approved**. The Panel determined the applicant to be a fit and proper person in accordance with the Local government (Miscellaneous Provisions) Act 1976.

**COUNCILLOR JONES
CHAIR**

Please note: The meeting started at 7.00 pm and finished at 8.30 pm

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REPORT FOR DECISION

| | |
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| Agenda Item | |
|--------------------|--|

| | |
|---------------------------------------|--|
| DECISION OF: | LICENSING & SAFETY PANEL |
| DATE: | 5th DECEMBER 2013 |
| SUBJECT: | OPERATIONAL REPORT |
| REPORT FROM: | ASSISTANT DIRECTOR (LOCALITIES) |
| CONTACT OFFICER: | W A JOHNSON |
| TYPE OF DECISION: | N/A – Report for information only |
| FREEDOM OF INFORMATION/STATUS: | This paper is in the public domain |
| SUMMARY: | A report to advise members on operational issues within the licensing service. |
| IMPLICATIONS: | |
| Wards Affected: | N/A |
| Scrutiny Interest: | Internal Scrutiny Panel |

1.0 BACKGROUND

- 1.1 The report advises Members on operational issues within the licensing service.

2.0 TAXI ISSUES

- 2.1 On the 5th November 2013, an appeal was considered by Bolton Crown Court following the matter being heard by Bury Magistrates Court in relation to the Licensing and Safety Panel's decision to suspend his Hackney Carriage driver's licence for inappropriate conduct for three months. The appeal was dismissed and the Council has been awarded £1400 towards our costs.
- 2.2 On the 6th November 2013, an appeal was considered by Bolton Crown Court following the matter being heard by Bury Magistrates Court in relation to the Licensing and Safety Panel's decision to revoke a Hackney Carriage driver's licence for inappropriate conduct. The appeal was dismissed and the Council has been awarded £830.00 towards our costs.

3.0 LICENSING HEARINGS PANEL

- 3.1 On the 15th November 2013, a Licensing Hearings panel considered an application to review the premises licence in respect of Butt Hill Stores, 133 Bury New Road, Prestwich submitted by the licensing section. The nature of the review related to failure to supply CCTV following the request by the licensing section. Representations were received from Greater Manchester Police and the Bury Safeguarding Board which supported the review application. Members considered the evidence and decided to revoke the premises licence.

Contact Details:

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REPORT FOR DECISION

MEETING: LICENSING AND SAFETY PANEL

DATE: 5th DECEMBER 2013

SUBJECT: CONDITIONS IN RESPECT OF ANIMAL BOARDING ESTABLISHMENTS (CATS)

REPORT FROM: ASSISTANT DIRECTOR (LOCALITIES)

CONTACT OFFICER: M BRIDGE

TYPE OF DECISION: COUNCIL

FREEDOM OF INFORMATION/STATUS: This paper is within the public domain

SUMMARY: Through the Council Constitution the determination of conditions to be attached to licences is reserved to the Licensing and Safety Panel. This report requests Panel approval of new conditions in respect of Animal Boarding (cats) licences. The conditions have been drafted by the Chartered Institute of Environmental Health and a number of partner organisations including the British Veterinary Association

OPTIONS & RECOMMENDED OPTION: The recommendation is for Members to approve the conditions in the format requested as shown in Schedules A-F inclusive within the attached document. With the conditions being applied by officers in an appropriate and proportionate manner in consideration of individual premises. Alternatively, Members may amend or reject all or any of the proposed conditions.

IMPLICATIONS:**Corporate Aims/Policy Framework:**

Do the proposals accord with the Policy Framework? Yes ☒ No ☐

Financial Implications and Risk Considerations:

There are no specific risks arising from the report other than the potential costs/ risks associated with legal challenges.

Statement by Director of Finance and E-Government:

The proposed changes are not anticipated to result in any significant change to resource requirements.

Equality/Diversity implications:

None. Agreed conditions will be applied to all appropriate licence holders equally.

Considered by Monitoring Officer:

Yes ☒ No ☐

Are there any legal implications?

Yes. licences are regarded as possessions under the Human Rights Act 1998. Any conditions adopted and applied must be reasonable and proportionate.

Staffing/ICT/Property:

N/A

Wards Affected:

All equally

Scrutiny Interest:

Internal

TRACKING/PROCESS**DIRECTOR:**

| Chief Executive/ Management Board | Executive Member/Chair | Ward Members | Partners |
|--------------------------------------|---------------------------|--------------|----------|
| | | | |
| Scrutiny Commission | Executive | Committee | Council |
| | | | |

1.0 BACKGROUND

- 1.1 Local Councils may grant licences to the proprietors of Animal Boarding Establishments under the provisions of the Animal Boarding Establishments Act 1963.

- 1.2 Before granting a licence the Council must be satisfied that the cats are kept in accommodation that is suitable; that they are supplied with food & drink and that they are adequately protected from disease and fire. In granting a licence the Council may attach conditions.

2.0 Issues

- 2.1 The Chartered Institute of Environmental Health has published the model licence conditions on behalf of a national working group. The working group was made up of representatives of various professional and trade organisations whose logos appear on the front cover of the attached document. The Model Conditions set out in this document are the working group's recommendations for the basic minimum standards considered necessary to ensure the health, safety and welfare of cats in Animal Boarding Establishments. If accepted Council Officers will consider the advice contained in this document before applying and enforcing licence conditions in an appropriate and proportional manner.
- 2.2 Key objectives in developing these model licensing conditions have been to encourage improved conditions in animal boarding establishment (cats) licensing and a consistency of approach across local authorities which minimise the risk of transmission of disease from animals to humans, alongside the need to protect animals from cruelty and ill-treatment and to encourage good standards in animal boarding establishments.
- 2.3 The Council has existing conditions relating to animal boarding establishments. Approval of these new proposed conditions will replace the existing conditions giving more specific control in respect of animal boarding establishment licensing with no detriment to existing controls.

3.0 CONCLUSION

- 3.1 Members are asked to approve the conditions as attached at Appendix A.

List of Background Papers:-

Model Conditions and Guidance for Cat Boarding Establishments 2013

Contact Details:-

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Duke Street
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Appendix A

[model conditions for catteries 2013.pdf](#)

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CIEH Model Licence Conditions and Guidance for Cat Boarding Establishments 2013



November 2013

This document has been prepared in the best interests of animal welfare and to advise those tasked with inspecting, advising and licensing catteries under the Animal Boarding Establishments Act 1963. No liability rests with contributing bodies for the circumstances arising out of the application of conditions contained within the document.

Thanks to Rachel and Brian Bland, The Cats Whiskers, Wilstead MK45 3DP for use of the front page photograph

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Introduction

The Chartered Institute of Environmental Health (CIEH) model licence conditions and guidance for cat boarding establishments was first produced in 1995.

Since then there have been developments in understanding of animal welfare and also the introduction of the Animal Welfare Act in 2006. It was, therefore, felt timely to revise and update this document so that it better reflects the legal and animal welfare considerations inspectors should consider when looking at catteries and making recommendations for licensing and any conditions applicable.

This document is aimed at all those who are tasked with inspecting, advising and licensing catteries under the Animal Boarding Establishments Act 1963 ('the 1963 Act'). It may also be useful to owners and managers of catteries and those planning to build boarding catteries who wish to better understand what their legal requirements are under both the 1963 Act and the Animal Welfare Act 2006 ('the 2006 Act') as well as other related legislation.

The main legal requirements

There are two main pieces of legislation that attention should be drawn to, namely; the Animal Boarding Establishments Act 1963, and the Animal Welfare Act 2006.

1. Animal Boarding Establishments Act 1963

The 1963 Act requires anyone who wishes to keep a boarding establishment (i.e. in this context a cattery) to be licensed by the local authority and abide by the conditions of the licence. If they do not they are in breach of the law. In particular the local authority will consider the ability of the establishment to ensure:

- accommodation is suitable as respects construction, size, number of occupants, exercising facilities, temperature, lighting, ventilation and cleanliness,
- adequate supply of suitable food, drink and bedding material for the animals and that they are adequately exercised, and visited at suitable intervals,

- all reasonable precautions are taken to prevent and control the spread of infectious or contagious diseases, including the provision of isolation facilities,
- appropriate steps are taken for the protection of animals in the case of fire or other emergency,
- a detailed register is maintained of any animals received into the establishment that is available for inspection at all times.

Those responsible for a cattery must ensure that a copy of the licence and its conditions (maximum number of cats and number of holding units) is displayed prominently in the boarding establishment.

No animals other than cats are to be boarded within the licensed facilities without the written approval of the local authority.

2. Animal Welfare Act 2006

Sections 1 and 2 of the 2006 Act set out which animals are protected. This includes any animal (vertebrate) other than man (section 1) which is commonly domesticated in the British Isles, or under the control of man whether on a permanent or temporary basis, or is not living in a wild state (section 2). Thus cats and kittens are protected by this piece of legislation.

Section 3 of the 2006 Act sets out who can be found to be responsible for an animal and this includes on a permanent or temporary basis as well as being in charge of it or owning it. Therefore, the establishment owner as well as their employees can be found liable under this piece of legislation. No one under the age of 16 years can be deemed to be responsible for an animal.

Section 4 of the 2006 Act sets out offences concerning unnecessary suffering. An offence is committed here if someone's act or failure to act causes an animal to suffer, whether the person knew (or ought to have reasonably known) that the act (or failure to act) was likely to cause such suffering - it is still an offence as the suffering was unnecessary. An offence can also be committed whereby someone permits this to happen. Again, this can apply

to not just employees of an establishment but also an owner. In particular the suffering may be deemed unnecessary if it could reasonably have been avoided or reduced, if it was not in compliance with relevant legislation, licence, or codes of good practice, if it was not for a legitimate purpose, if it was not proportionate, if it was not the conduct of a reasonably competent and humane person.

Under Section 9 of the 2006 Act those responsible for animals (in England and Wales) have a duty to ensure reasonable steps are taken to ensure the welfare needs of the animals are met to the extent required by good practice. This includes:

- its need for a suitable environment,
- its need for a suitable diet,
- its need to be able to exhibit normal behaviour patterns,
- any need it has to be housed with, or apart from, other animals, and
- its need to be protected from pain, suffering, injury and disease.

This guidance also notes that additionally there are Codes of Practice concerning cats that the Welsh Government and DEFRA have produced and they provide further information on these points. To access copies of these Codes please see –

www.gov.uk/government/uploads/system/uploads/attachment_data/file/69392/pb13332-cop-cats-091204.pdf

www.wales.gov.uk/docs/drahl/publications/110817catcodea5en.pdf

Other current relevant regulations and legislation:

Other Legislation which is relevant to the running of a boarding cattery includes, but is not restricted to the following:

- The Regulatory Reform (Fire Safety) Order 2005
- Health and Safety at Work etc Act 1974
- Environmental Protection Act 1990

- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations 1988
- Controlled Waste Regulations 1992
- Town & Country Planning Act 1990
- Welfare of Animals (Transport) (England) Order 2006
- Welfare of Animals (Transport) (Wales) Order 2006
- Regulation on the protection of animals during transport (EC) 1/2005

Further information on the above is available from Business Link – www.businesslink.gov.uk

Training

All staff who handle and care for cats must be adequately trained in ensuring the cats' welfare (as per the Animal Welfare Act) as well as their safe handling.

Staff must also be trained in emergency procedures to follow, and all other aspects of the licence conditions which are pertinent to their work. Obtaining relevant qualifications is strongly recommended.

This guidance document recommends that written policies and procedures setting out how the cattery will ensure all aspects of the welfare of cats in their care as well as their staff should be provided. It further recommends that a systematic training programme should be implemented including provision of evidence of its use for permanent, temporary, and part-time employees and regular reviews of training.

Supervision/responsibility

The cattery proprietor or a responsible person over the age of 18 years should always be present to exercise supervision and deal with any emergencies whenever cats are boarded at the premises.

It is strongly recommended that the cattery proprietor or a responsible person lives on site or a key-holder must live within a reasonable distance of the cattery. An emergency contact number must be clearly displayed at the entrance to the cattery.

The groups consulted included:

- British Small Animal Veterinary Association
- British Veterinary Association
- Cats Protection
- Chartered Institute of Environmental Health
- Corporation of London
- Daisy Bank Kennels & Cattery
- Dogs Trust
- Epping Forest DC
- International Cat Care (Formerly Feline Advisory Bureau)
- Kennel Design (David & Kay Key)
- Pet Industry Federation (Formerly Pet Care Trust)
- Royal Society for the Prevention of Cruelty to Animals

How to use this document:

Each of the sections relates to a Requirement, elaborating why it is important to meet this from the perspective of the cat and/or legal requirements where applicable. Good care is based on some simple principles and these are shown where relevant as bullet points (•) in the document.

In order to link the licence guidelines with the check lists for use by Licence inspectors, each factor which enables the associated legal requirement to be met has been given an individual code linking it to the appropriate section. These must be followed in order to achieve the licence. It should be noted that the order in which the requirements are listed under each section is arbitrary and does not indicate any order of importance. All requirements listed under the sections are equally important.

The Identification code is made up of a 'letter, number' combination, the letter indicating the section (relating to each of the 5 welfare needs as stipulated under the Animal Welfare Act 2006), and the number relating to the requirement's numerical order within that section:

| SECTION | IDENTIFICATION CODE |
|--------------------|---------------------|
| Environment | A |
| Diet | B |
| Behaviour | C |
| Company | D |
| Health and welfare | E |

Attached at Annex A is a Model Licence Conditions Inspection Sheet for Cat Boarding Establishments.

Section A – Environment: Providing the cat(s) with a suitable place to live/stay

Good care is based on some simple principles and these are shown where relevant as bullet points (•) in the document.

Poor housing has a substantially negative impact on both the health and wellbeing of cats. Housing systems must be suitable for the needs of the species in question. The cattery must be designed, built and managed to provide safe, disease free, comfortable, clean, draught free, animal friendly conditions, which are minimally stressful and which offer environmental choice for the animal, sensory stimulation, physical and mental exercise.

The following requirements list what must be present in a cat's environment, and details further measures that can be taken. Please note that the requirements are not presented in any order of importance but all hold equal standing with respect to the environmental needs of cats.

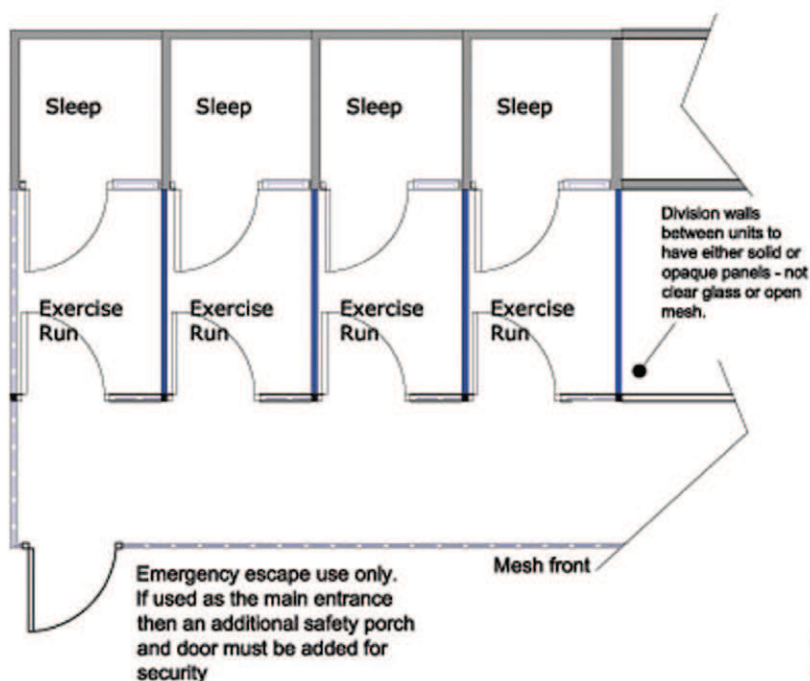
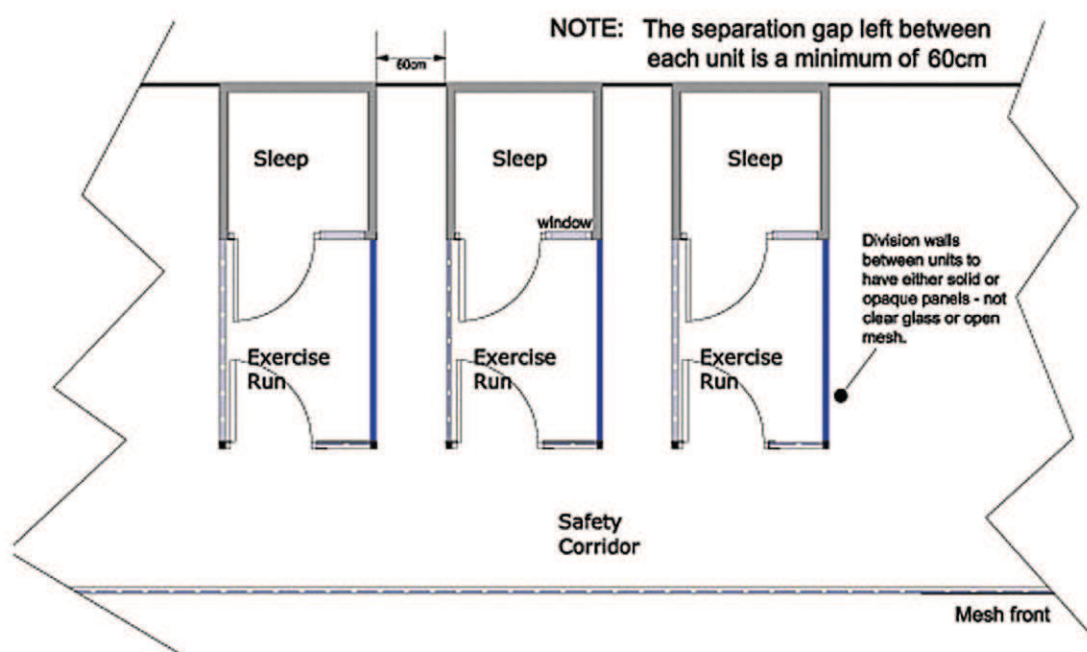
Cattery construction and principles of design

- The correct design and construction of a cattery is vital to prevent escape, minimise disease spread and stress to the cats, and to make maintenance and hygiene management straightforward and achievable by cattery proprietors.
- For disease control there must be no possibility of cats within the cattery (other than those from the same household), or other animals outside the cattery, coming into direct contact with each other or contacting droplets sneezed out by cats (for further information see Section E – Health and Welfare).
- **Designs MUST include:**
 - Cat units with sleeping accommodation (with solid sides) and an individual attached run.
 - Full height, full width, sneeze barriers between units. Alternatively, some catteries have gaps between units (minimum 0.6 m (see page 27 – New Build).

- An enclosed area (corridor or lobby) outside the cat unit to minimise risk of escape.
- Provision to isolate cats if necessary.
- Ancillary facilities including a separate kitchen with hot and cold running water and refrigeration for food.
- A separate hand-washing facility for staff.
- A litter tray cleaning area.
- A reception area.

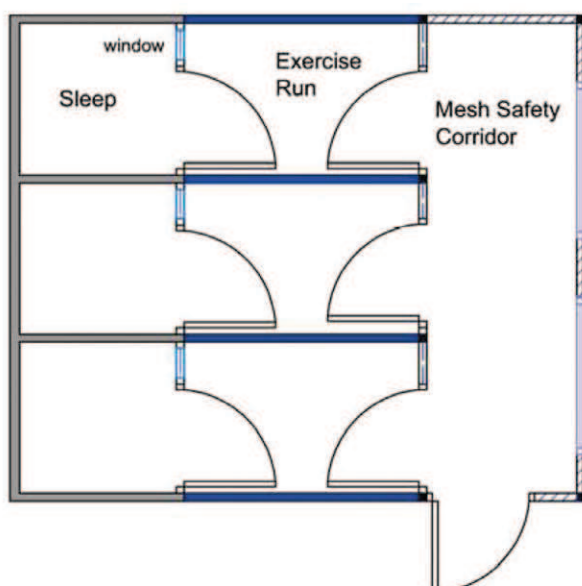
- Cattery design usually falls into three categories with the sleeping accommodation comprising of a full-height walk-in area or a penthouse (see A3):

Outdoor – catteries with indoor sleeping accommodation and individual covered outdoor exercise runs – accessed individually from a covered outdoor safety corridor.



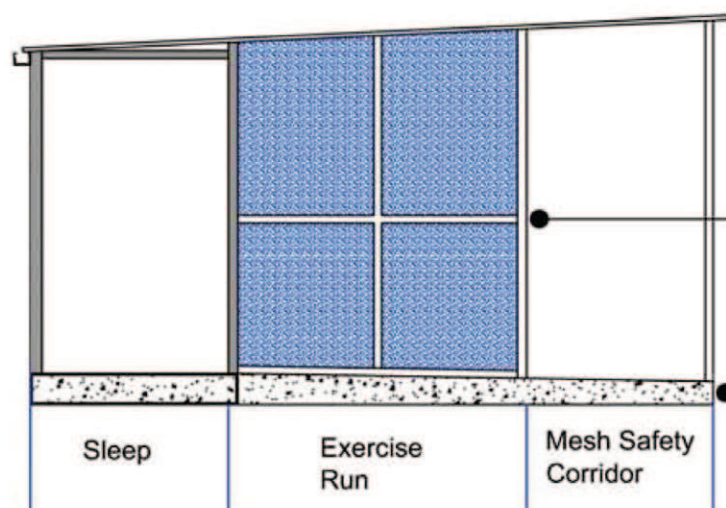
Not to scale

Semi-outdoor/indoor – catteries with indoor sleeping accommodation and individual covered outdoor exercise runs – usually accessed individually from a common indoor safety corridor.



Staff access the sleeping and exercise run via the safety corridor in front of the units

Typically the safety corridor has a solid appearance with large opening windows with mesh safety guards to allow light and fresh air into the units

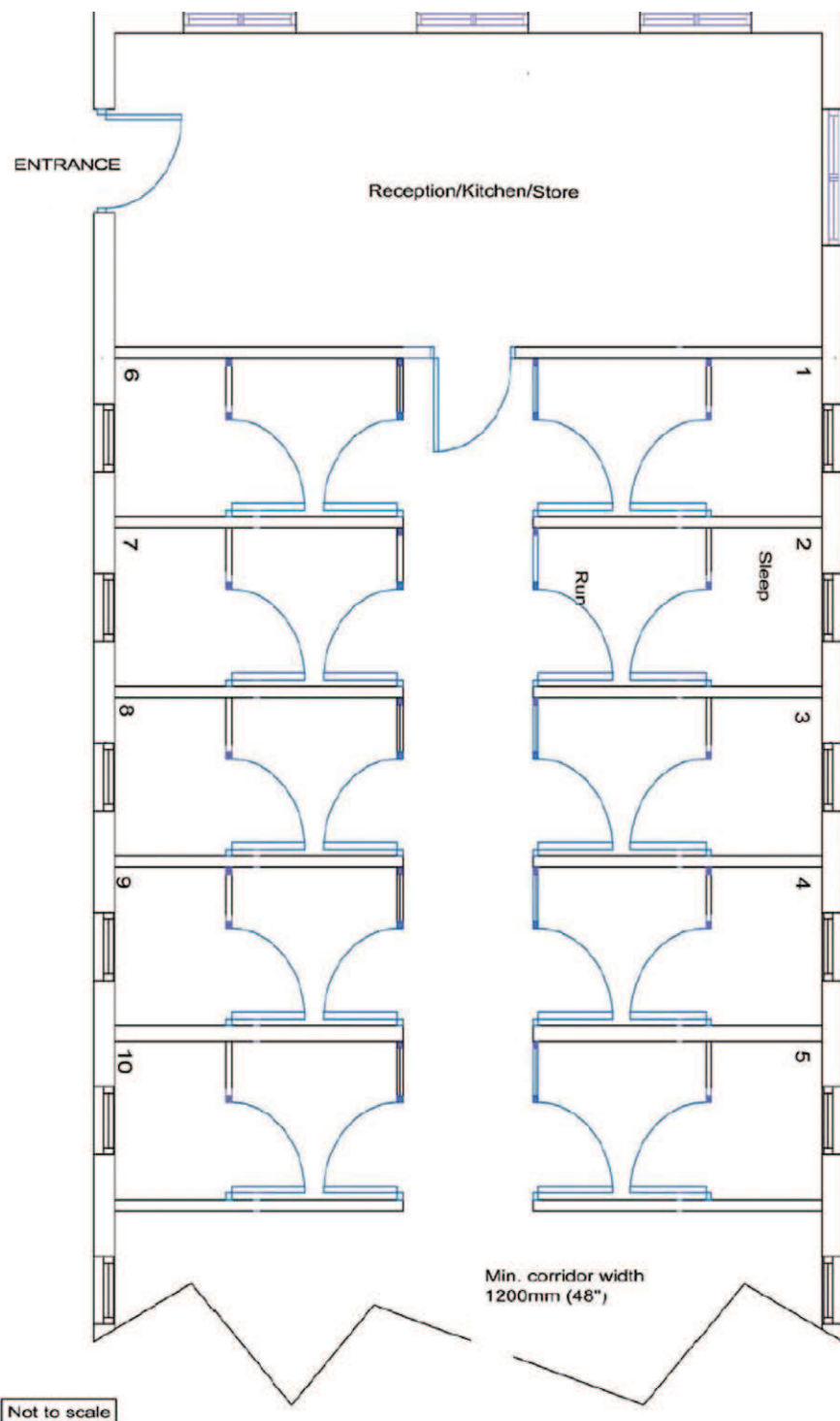


Division walls between units to have either solid or opaque panels – not clear glass or open mesh

Concrete surface laid to fall to allow rain water to drain

2013 minimum size (suitable for up to 2 cats):
 Sleep – 1.5m² (1.2m x 1.25m)
 Run – 2.2m² (1.2m x 1.85m)

Totally indoor – catteries with indoor sleeping accommodation and indoor exercise runs – usually accessed individually from a common indoor corridor.



A.1 Physical construction and integrity

General

- The cattery must be safe, secure and free from hazards, to minimise any chance of injury to a cat or escape of a cat.

- A.1.1 The cattery must be structurally sound.
- A.1.2 The cattery must be constructed of materials that are robust, safe and durable and be well maintained in good decorative order and repair.
- A.1.3 Materials used in construction or maintenance must not expose cats to any harmful chemicals.
- A.1.4 The cattery must be built in compliance with good building practice (e.g. local authority guidelines), on a concrete base with a damp proof membrane. Where Building Regulations apply these must be adhered to.
- A.1.5 There must be no sharp edges, projections, rough edges or other hazards which present risk of injury to a cat.
- A.1.6 Windows must be escape-proof at all times.
- A.1.7 Doors must have secure latches or other closing devices.
- A.1.8 All wire mesh/fencing must be strong and rigid and kept in good repair to provide an escape-proof structure.
- A.1.9 Timber, if used, must be of good quality, well maintained and any scratched areas sealed or over-clad.
- A.1.10 Any storage areas must be dry and free from vermin.
- A.1.11 Electrical equipment must be installed in line with current legislation and maintained in a safe condition.

Drainage

- Drainage must be effective to ensure there is no standing water in the cattery, as this can be a reservoir for infectious agents.
- A.1.12 Waste water must not run off into adjacent pens.

- A.1.13 Adequate drainage must prevent pooling of liquids.

- A.1.14 Any drain covers in areas where cats have access must be designed and located to prevent toes/claws from being caught.

Safety corridor/entrance lobby

- An enclosed area (safety corridor/entrance lobby) is essential to ensure that if cats manage to slip out from their individual cat unit, they are still kept safely inside the cattery.
- A.1.15 There must be an escape-proof area (safety corridor/entrance lobby) at the exit of each cat unit.
- A.1.16 For catteries where there are facing units accessed by an indoor corridor, the corridor must be at least 1.2 m wide, or the doors of the units must be solid or have sneeze barriers.
- A.1.17 At the end of the safety corridor there must be a securable door through which the inside of the cattery can be viewed from the outside and this must be kept closed when not in use.
- A.1.18 The door from the cat unit to the safety corridor must be escape-proof, securable, strong enough to resist impact and scratching and kept closed at all times.
- A.1.19 The floor must be finished to produce a smooth, impervious surface which is easy to clean and disinfect. Holes or gaps between tiles or paving slabs are not acceptable.
- A.1.20 Outdoor safety corridors must be roofed.
- A.1.21 External doors/gates must be lockable and staff must have easy access to keys in case of emergency.
- A.1.22 Sufficient lighting must be provided in the safety corridor to illuminate all year round. Where practicable this should be natural light during the day.
- A.1.23 The safety corridor must not be used as an exercise area.

Roofing

- Roofing provides protection from the weather and prevents escape of cats. In a timber construction it is strongly recommended that the run should also be roofed with wire mesh, as an added precaution against escape. The mesh should extend over the top of the run under the roof and be attached firmly to the framework.

In catteries where substantial roofing is placed over the whole cattery (including the safety corridor) the need for wire mesh roofing is diminished. However, care must be taken to ensure that no gaps appear to allow escape of a cat.

- A.1.24 There must be a safe, secure, waterproof roof over all of the cat units (sleeping accommodation and run) and the safety corridor. For the run, materials used must be capable of filtering UV light and providing adequate shade.

A.2 Cat units

- A boarded cat is accommodated in a 'unit' comprising enclosed sleeping accommodation and an adjoining individual covered exercise run.

- A.2.1 Cats from different households must not share cat units.

Lighting

- Lighting enables adequate observation of the animals and for cleaning and working in the cattery.

- A.2.2 There must be adequate lighting in the cat unit.

Ventilation and humidity

- Fresh air is essential for the maintenance of good health and well-being as well as limiting the spread of infectious disease. Proper ventilation removes heat, dampness, odour, airborne microbes and pollutant gases such as ammonia.

- A.2.3 Ventilation must be appropriate all year round (both cool in hot weather and avoiding cold draughts in winter). Localised draughts in the sleeping accommodation

must be avoided.

Interior surfaces

- For disease prevention units must be easy to clean and disinfect.

- A.2.4 All interior surfaces to which cats have access must be durable, smooth and impervious, capable of being cleaned and disinfected, and be kept in good decorative order and repair.

- A.2.5 Where concrete or other building blocks or bricks are used, they must be sealed to be smooth and impervious.

- A.2.6 Surfaces which are peeling, scratched, chipped or in disrepair must be repaired or resealed to an acceptable standard, or replaced.

- A.2.7 Ceilings must be capable of being easily cleaned and disinfected.

- A.2.8 Junctions between sections must be covered or sealed.

- A.2.9 Floors must be finished to produce a smooth, non-slip, solid surface and all surfaces must be capable of being easily cleaned and disinfected. (There must be no open gaps if using concrete slabs or tiling).

Accessing the cat unit

- Each unit needs to be easily accessible and provide a means of identification for each cat.

- A.2.10 Each unit must be designed to allow staff to access and clean all parts of the cat unit safely. (For further information on cleaning see Section E – Health and Welfare).

- A.2.11 The unit must have a securable, full height door for access.

- A.2.12 Each unit must be clearly marked (e.g. numbered) and a system in place which ensures that relevant information about the cat in that unit is readily available.

Litter trays

- Cats are meticulous animals and a dirty litter tray may deter use. Natural behaviour is to scratch in loose material (litter), to dig a hole or cover waste. The tray should be large enough (average size is 30 x 42 cm (12" x 16") to let the cat turn around and the litter deep enough (a minimum of 3 cm is recommended) to allow digging activity. Loose sawdust, shredded or sheet newspaper, or soil, are not considered acceptable as litter material.

A.2.13 Litter trays of a suitable size or type must be provided at all times.

A.2.14 Each unit must have space to allow for at least 60 cm separation between the litter tray, resting place and feeding area. This allows cats to sit, rest and eat away from areas where they urinate and defecate.

A.2.15 Trays must be impermeable, easy to clean and disinfect, or be disposable.

A.2.16 A safe and absorbent litter material must be provided.

A.2.17 In a multiple cat unit the number of trays must be appropriate to the number of cats (see also D3).

A.2.18 Trays must be regularly and appropriately cleaned (See section E – Health and Welfare, for information on cleaning protocols, and waste disposal).

A.3 Sleeping accommodation

- Cats need separate sleeping accommodation which in most cases (except some indoor catteries) must be separate from the run and provide somewhere for the cat to hide away. Most designs fall within the guidelines detailed here:

Full-height unit – cat sleeping accommodation in the form of a full-height ‘shed’ which opens into the exercise run and is accessed via a full-height door.

Penthouse unit – cat sleeping accommodation in the form of an enclosed raised ‘box’ which opens into the exercise run and is accessed via a ramp from the cat flap.

It can also be accessed by opening the front door(s) to the box.

The sleeping accommodation must be large enough to allow cats to move and lie comfortably and provide enough space to spread resources.



Timber full height walk-in unit



Timber penthouse style unit



uPVC full height walk-in unit



uPVC penthouse style cattery unit

Size of full height walk-in unit sleeping accommodation:

- A.3.1 The following minimum areas and dimensions must be achieved in order to give cats a suitable and appropriate comfortable space and for ease of cleaning and management.

| Existing buildings, floor area and dimensions | | | |
|---|---------------------|--|----------------|
| | Minimum area | Smallest dimension must be a minimum of: | Minimum height |
| One cat | 0.85 m ² | 0.9 m (eg 0.90 m x 0.95 m) | 1.8 m |
| Up to two cats | 1.5 m ² | 1.2 m (eg 1.20 m x 1.25 m) | 1.8 m |
| Up to four cats | 1.9 m ² | 1.2 m (eg 1.20 m x 1.60 m) | 1.8 m |

Shelving or raised area for a full height walk-in unit

- Shelves or raised areas are important to allow cats to rest high up. Shelving must be able to be kept clean, be large enough for cats to lie on (usually between 0.75 and 1.5 m above the ground) and accessible.

- A.3.2 All resting areas/shelving must be large enough for each cat to lie on.

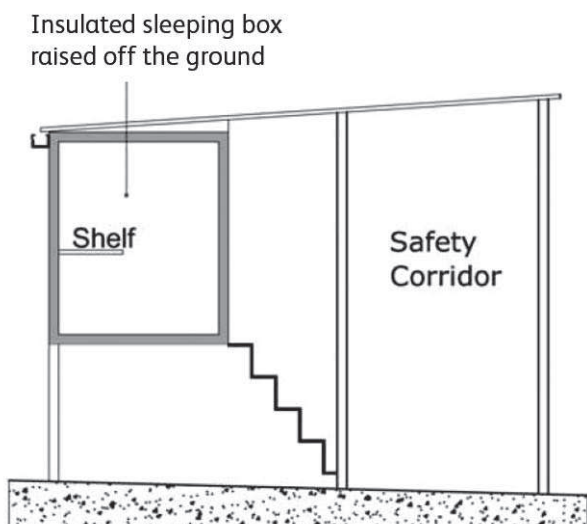
- A.3.3 Facilities must be easily accessible and provide safe easy access to the shelf for elderly, ill, very young or disabled cats if required.

- A.3.4 Shelving or raised areas must be made of impervious, easily cleanable materials.

**Size of penthouse sleeping accommodation
(an enclosed boxed sleeping area raised off the ground)**

A.3.5 The following minimum areas and dimensions must be achieved in order to give cats a suitable and appropriate comfortable space and for ease of cleaning and management.

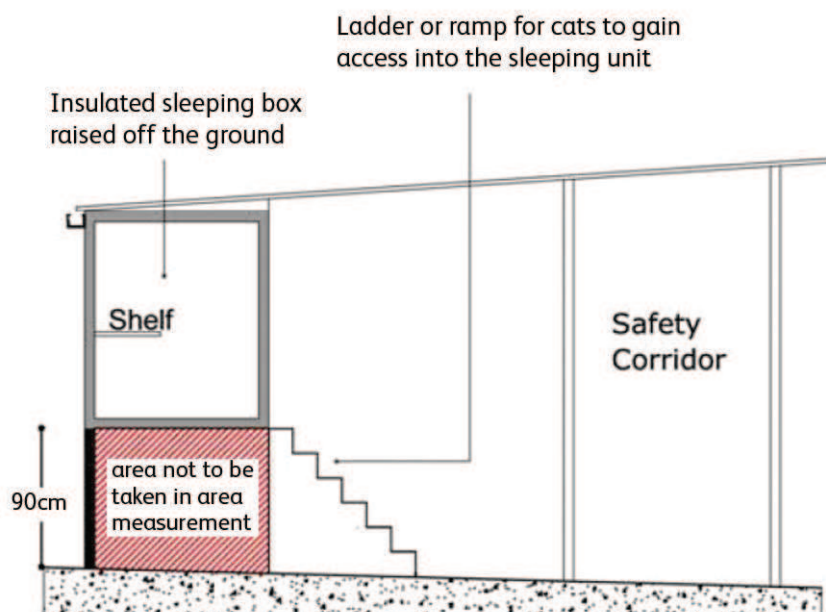
A.3.6 Facilities must be easily accessible and provide safe easy access (ramp/steps) to the penthouse. Extra consideration may be needed for elderly, ill, very young or disabled cats. Existing buildings, floor area and dimensions



Pre-2013 standard with space under the box taken into the overall footprint allowance

| Existing buildings, floor area and dimensions | | | |
|---|---------------------|--|----------------|
| | Minimum area | Smallest dimension must be a minimum of: | Minimum height |
| One cat | 0.85 m ² | 0.9 m (eg 0.90 m x 0.95 m) | 1m |
| Up to two cats | 1.1 m ² | 0.9 m (eg 0.9 m x 1.20 m) | 1m |
| Up to four cats | 1.7 m ² | 0.9 m (eg 0.9 m x 1.90 m) | 1m |

FOR NEW BUILD SEE PAGE 29



The 2013 standard requires that a minimum distance of 1.85m is given from the front of the sleeping unit. The space under the sleeping area is not to be taken into the overall footprint allowance for exercise run space

Temperature in sleeping accommodation

- Cats like warmth and some indoor cats are used to high ambient temperatures. In a cattery the cat needs an adequate ambient temperature and additional heating facilities if this cannot be guaranteed at times of excessively cold weather. Breed, body condition, medical condition, coat and age can affect an individual's ability to maintain its body temperature.

A.3.7 There must be a means of measuring, monitoring and recording temperature (maximum and minimum temperatures) representative of the temperature in the cat sleeping accommodation.

A.3.8 Insulation and temperature regulation in the cattery must aim to keep the ambient temperature in the cat sleeping accommodation above an absolute minimum of 10°C.

A.3.9 There must be part of the cat's sleeping accommodation where the cat is able to enjoy a minimum temperature of 15°C -this additional heat may be in the form of a heated bed/pad etc.

A.3.10 The cat must be able to remove itself from the source of heat.

A.3.11 Heaters must not be sited in a manner or location where they present a risk of burning or electrocution to cats or humans, or a risk of fire.

A.3.12 Open flame appliances must not be used.

A.3.13 All heating equipment must be installed and maintained in a safe condition.

A.3.14 Additional forms of heating can be in the form of heated beds, heated pads or similar but these must not be the main source of heat for the cats. Use should be tailored to the needs of individual cats.

A.3.15 Any sockets in the sleeping accommodation must be waterproof and as far out of reach of cats as possible.

A.3.16 There must be a policy in place for dealing with high temperatures and a means of keeping cats cool.

Bedding

- Bedding is important to help animals regulate their body temperature, to give traction and to keep animals comfortable. Old or infirm cats can have difficulty rising if surfaces are slippery, and old, very young or infirm animals may have difficulty regulating their body temperature.

A.3.17 There must be a clean resting place to provide comfort and warmth which is situated out of draughts.

A.3.18 Soft bedding materials must be provided and adapted if necessary for old, young or infirm cats to help regulate their body temperature.

A.3.19 Bedding must be made of a material that is easy to wash/disinfect, or is disposable.

Access to run

- A cat flap allows free access to the run while maintaining indoor temperature. It can be locked if necessary.

A.3.20 A cat must have access between the sleeping accommodation and run (eg a cat flap) so it can easily and safely access all parts of its unit.

A.4 Exercise run (in addition to and not including sleeping accommodation)

- The exercise run must be large enough to allow cats to play/exercise.
- A.4.1 Any part of the run to which the cat has access must be easily cleanable and not damaged by scratching. Any replacement wood must be clad with a smooth impervious material.
- A.4.2 The floor must be finished to produce a smooth, impervious surface and all surfaces must be capable of being easily cleaned and disinfected. There must be no open gaps if using concrete slabs or tiling.
- A.4.3 Where cats have access to mesh (catteries with gaps rather than sneeze barriers), the diameter of the wire must not be less than 1.6 mm (16 gauge welded mesh). Mesh size must not exceed 25 mm in one direction and should be positioned on the inside of the framework of runs to prevent damage of uprights by cats scratching any woodwork.
- A.4.4 All exercise runs must be roofed to provide protection from the elements.
- A.4.5 Communal exercise areas must not be used.

Size of exercise run for full height walk-in unit and penthouse style unit

- A.4.6 The following minimum areas and dimensions must be achieved in order to give cats a suitable and appropriate comfortable space and for ease of cleaning and management.

| Existing buildings, floor area and dimensions | | | |
|---|---------------------|--|----------------|
| | Minimum area | Smallest dimension must be a minimum of: | Minimum height |
| One cat | 1.65 m ² | 0.9 m (eg 0.90 m x 1.85 m) | 1m |
| Up to two cats | 2.2 m ² | 0.9 m (eg 1.20m x 1.85 m) | 1m |
| Up to four cats | 2.8 m ² | 1.20 m (eg 0.9 m x 2.35 m) | 1m |

Sneeze barriers

- It is important to ensure that cats from different households cannot come into direct contact with one another or sneeze on each other.
- A.4.7 Full height, full width solid sneeze barriers must be installed between cat units.
- A.4.8 Sneeze barriers must be in place on the end walls of the exercise run at each end of the cattery block to prevent contact with animals from outside.

Shelving or raised areas in exercise run

- Shelves or raised areas are important to allow cats to rest high up where they feel more secure (usually between 0.75 and 1.5 m above the ground).
- A.4.9 Shelving must be made of impervious, easily cleanable materials.
- A.4.10 There must be a shelf or facility for providing a raised area in the exercise area.
- A.4.11 All resting areas/shelving must be large enough for each cat to lie on.
- A.4.12 Extra help (eg steps) to provide safe easy access to the shelf for elderly, ill, very young or disabled cats must be available if required.

FOR NEW BUILD SEE PAGE 29

A.5 Fire and other emergencies

- Appropriate steps will be taken for the protection of the animals in case of fire and other emergencies.
- This should include instructions on where staff and cats are to be evacuated to in the event of emergencies such as fire or flooding. An emergency telephone list should include fire, police and vets.
- Fire and electrical safety certificates should be available for inspection.

- A.5.1 There must be a written emergency plan (agreed by the local authority) which must be on display and known to staff and a contingency plan should the premises be destroyed or uninhabitable.
- A.5.2 Premises and activities must be risk assessed (including fire). These risk assessments must be recorded and relayed and understood by all staff.
- A.5.3 Fire fighting equipment must be provided, maintained in good working order (maintenance must be evident and should show date checked) and easily accessible.
- A.5.4 Fire exits must be clearly marked and access left unrestricted.
- A.5.5 The premises must comply with current legislation with regards to electricity and gas (if connected).

A model Emergency and Evacuation Plan is attached as Annex B.

Section B – Diet: Providing the cat(s) with an appropriate diet

Fresh clean water and a suitable diet are basic nutritional requirements for physical health.

B.1 Drinking

- Water is essential for all cats. It is especially important for those fed on dry food. Cow's milk should not be fed to cats because many cats have lactose intolerance. Wide water bowls allow cats to drink without bending their whiskers.

- B.1.1 Fresh water must be available at all times. Clean water must be provided daily in a clean container or changed sooner if it is visibly soiled.
- B.1.2 Food and water must be kept separate (Joint feeding and water bowls must not be used).
- B.1.4 Water must be positioned well away from the litter tray, as cats will not drink if it is placed too close to a toilet site (see also D.3).
- B.1.4 Adequate water bowls must be provided for multi-cat units (see also D.3).
- B.1.5 Water bowls must be non-porous and easy to clean/disinfect.

B.2 Eating

- Cats have very specific dietary needs which can vary, dependent on a number of factors (i.e. age, health status, activity, weight). However, all cats are obligate carnivores and require a well-balanced, meat-based diet to stay fit and healthy. Ideally cats should be fed several small meals per day. Kittens, or cats with additional needs, will need more frequent feeding. The feeding of raw food diets is not recommended due to the risk of bacterial and parasite contamination and the public health risk. Cats should not remain inappetent (not eating) for longer than 2 days without seeking veterinary advice.

- B.2.1 There must be exclusive facilities, hygienically constructed and maintained, for the storage and preparation of food for the cats.
- B.2.2 Refrigeration facilities must be provided.

- B.2.3 A sink with hot and cold water must be provided for the washing of food equipment and eating and drinking vessels.
- B.2.4 Clean, safe containers must be provided for the storage of foods and must be insect and rodent proof
- B.2.5 Cats must be fed a balanced diet suitable for their age, health status, reproductive status and lifestyle. The type of food, specific diet or prescription diet is usually by agreement with the owner.
- B.2.6 Food must be unspoilt, palatable, and free from contamination.
- B.2.7 For healthy adult cats at least two meals a day must be offered at a minimum of 8 hours apart, as appropriate to the individual's requirements.
- B.2.8 Unconsumed wet or fresh food must be removed before it deteriorates, and before the next feed time. Dry food can be fed as indicated by the manufacturer.
- B.2.9 Food must not be left for excessive periods to prevent it being spoiled and attracting flies. This will vary with temperature conditions and type of food.
- B.2.10 All food must be positioned well away from the litter tray, (minimum 60cm), as cats will not eat if it is placed too close to their toilet site.
- B.2.11 One feeding bowl must be provided per cat.
- B.2.12 Food bowls must be non-porous and easy to clean and disinfect, or disposable.
- B.2.13 Food intake must be monitored daily and any problems recorded.
- B.2.14 Veterinary advice must be followed if feeding debilitated, underweight or ill cats, or those with specific dietary requirements.
- B.2.15 Cats displaying marked weight loss/gain must be evaluated by a vet and treated as necessary.

Section C – BEHAVIOUR: Allowing the cat(s) to express normal behaviour patterns

Good welfare depends on meeting both the mental and behavioural needs of cats, as well as their physical needs. How a cat behaves can indicate how successfully an individual is coping in its environment.

C.1 General points on cat behaviour

- Physical and mental health can affect cat behaviour. Cats are intelligent active creatures but changes can upset them, as can being off their own territory. Some cats can become stressed or bored in a boarding situation. This can lead to poor appetite, shedding viruses or greater susceptibility to disease. Staff should be appropriately trained to recognise common behaviours and behaviour changes. A cat should never be punished as this is likely to make it more nervous or scared. A regular routine will help cats to predict what is going to happen.
- Ideally cats should be able to view the outdoors and have an interesting outlook.

C.1.1 The behaviour of individual cats must be monitored on a daily basis and abnormalities or changes noted and acted upon if necessary.

C.1.2 Cats must be able to access different levels within the unit (see A.3 for more information).

C.1.3 Cats must be given the opportunity for play and exercise.

Hiding places

- Hiding is a behaviour that cats can use to help them cope with changes in their environment. Cats hide to avoid interactions with other cats or people, or stressful situations. Providing cats with places to hide can reduce stress and can be as simple as providing a cardboard box, an igloo-type bed or other structures within the unit.

C.1.4 A hiding place must be provided for cats in the sleeping accommodation (see also D.3).

Play

- Encouraging cats to play can be a good way of keeping them active.
- Cats are playful animals (but individuals vary in their desire to play) and enjoy playing with toys (especially those which mimic prey), and with people. Cats have a need to express the innate predatory behaviour which is natural for them and therefore show most interest in toys that mimic prey.
- Environmental enrichment such as changing toys regularly, can reduce boredom.

C.1.5 Any toys provided must be safe and be disinfected between use in the cattery, or disposed of. If provided by the owner toys must be kept within that cat's unit and used solely for that cat and returned to the owner and the end of the cat's stay.

Scratching

- Cats are highly motivated to show scratching behaviour and naturally use objects to scratch to mark their territory, strengthen their muscles and sharpen their claws. Cats often prefer scratch posts tall enough for the cat to use fully stretched.

C.1.6 Cats must be provided with suitable facilities for scratching.

C.1.7 Any surface available for scratching must either be disinfected between use for different cats, or disposable. If provided by the owner it must be kept within that cat's unit and used solely for that cat and returned to the owner and the end of the cat's stay. (See Section E -Health & Welfare).

C.2 Noise

- Cat hearing is more sensitive than human hearing and thus noise levels uncomfortable for humans are likely to be very uncomfortable for cats. Excessive noise contributes to adverse behavioural and physiological responses. Cats are adversely affected by the sound of barking dogs.
- The cattery environment should be as calm and quiet as possible with noise producing equipment located as far away from animals as possible.

C.2.1 Cats must not be exposed to excessive noise of barking boarded dogs or other excessive/continuous noise.

C.3 Long stay cats

- Occasionally cats stay in a boarding cattery for periods over 3 weeks and these cats require special consideration such as environmental enrichment, regular health checks and extra attention from staff.

C.3.1 A Standard Operating Procedure (SOP) must be in place explaining how to ensure the health and welfare of long-term stay cats.

Section D – COMPANY: Providing the cat(s) with the appropriate company

It is important from a welfare perspective to ensure that any need that a cat has to be housed, with or apart from, other animals, is met. The cat is by nature a solitary animal, and contact with or seeing unfamiliar/strange cats can be very stressful.

D.1 Feline company and interactions

- Most adult cats will only be friendly to siblings or certain other cats they live with. Strange cats are usually avoided. Cats can find the presence of other cats very stressful and can suffer if they cannot avoid cats with whom they are not familiar or do not like. Housing cats at high densities increases the potential for them to be stressed. Only cats from the same household may share a unit.
- Where possible cats must be able to avoid seeing other cats by being provided with hiding places and translucent (allowing light to pass through, but only diffusely, so that objects on the other side cannot be clearly distinguished) barriers between units. (See page 29 – New Build).

D.1.1 Cats from different units must not share exercise runs or an exercise area either at the same time or sequentially.

D.2 Human company and interactions

- Most cats enjoy and benefit from human company, but prefer to interact with people on their own terms. Cats socialised to humans can find human company stimulating and may show signs of stress when this interaction is decreased. However, other cats will prefer minimum contact.
- Cattery staff should find out from the owner and monitor each cat to ascertain how much human contact it wants and adapt to provide this.
- A cat should never be forced to interact with a person/people, and a facility should be provided for a cat to avoid people should they wish. (Ref to hiding place).

- Scruffing of cats (picking up a cat by the scruff of its neck) should not be done except as an absolute last resort.

D.2.1 Cats must be always be handled humanely and appropriately to suit the requirements of the individual cat.

D.3 Multi-cat units

- Proprietors have a responsibility to monitor units where more than 1 cat is housed. Even though these cats originate from the same household, cats sharing a home may not necessarily get on well, especially when confined. Therefore proprietors must monitor cats to ensure that they are not experiencing stress/distress/aggression from another cat. Only cats from the same household can share a unit.

D.3.1 For any multi-cat unit (cats from the same home) cats must be monitored and consent obtained from the owner for separating cats, should problems arise (e.g. cats fighting or 'stressed').

D.3.2 There must be multiples of all resources (food and water bowls, litter trays and sleeping areas (warmed if required), depending on the number of cats, to ensure that some cats cannot monopolise resources and prevent the others from accessing them.

D.3.3 A separate bed must be provided for each cat.

D.3.4 A separate hiding place must be provided for each cat eg a cardboard box, igloo bed.

D.3.5 Separate feeding bowls (not double feeders) must be provided for each cat.

D.3.6 Several sources of water must be provided if multiple cats are housed.

Section E – HEALTH AND WELFARE: Protecting the cat(s) from pain, suffering, injury and disease

Many points covered under the previous four sections (A – D) can be considered to relate to Section E and assist in protecting cats from pain suffering, injury and disease.

E.1 Monitoring cats

- In order to keep cats healthy the proprietor needs to have an organised system for registering and monitoring all cats at the cattery.
- It is recommended that a late-night round be carried out to check on all cats, heating etc.
- The well-being of the boarded cat is paramount. It is recommended that all cats are weighed on entry and exit from the cattery. This allows the proprietor to monitor any changes and provides information should clients challenge the cat's condition on their return. This is especially important for older cats and kittens. Geriatric, ill or debilitated cats should also be monitored more closely for appropriate management.
- It is recommended that cats that are boarded for longer than 2 weeks are weighed every 2 weeks, and older cats and kittens weighed weekly, and records kept.

E.1.1 All cats must be observed regularly throughout the day. Cats must be checked daily for signs of illness and/or injury and to ensure that their needs are being met. Any signs of ill health or unusual behaviour must be recorded and advice sought without delay.

E.1.2 The cattery proprietor or responsible person must visit the cats at regular intervals (of no more than 4 hours apart during the working day), or as necessary for the individual health, safety and welfare of each cat.

E.1.3 Presence or absence of faeces and urine in trays must be noted daily. Any signs of abnormalities in excreta must also be noted or acted upon as appropriate.

E.1.4 Drinking and eating habits must be monitored and any problem investigated. (Refer back to Section B).

E.2 Keeping records

- A register must be kept of all cats boarded and available to key members of staff and to local authority inspectors if requested. Records should be backed up and records kept for a minimum of 24 months. It is also useful to know if cats are insured, should problems occur.

The information kept must include the following:

E.2.1 Date of arrival and departure.

E.2.2 Name, sex, description of cat and microchip number.

E.2.3 Number of cats sharing from same household.

E.2.4 Name, address, phone number and email of owner (including emergency contact details).

E.2.5 Name, address, email and phone number of emergency local contact (who is able to take the cat if necessary).

E.2.6 Cat's veterinary surgeon.

E.2.7 Cat's diet and relevant requirements.

E.2.8 Cats' relevant medical history.

E.2.9 Consent forms eg veterinary treatment, consent to share or separate cats if needed, record of baskets/toys etc left at the cattery (Check vet consent forms i.e. own vet or designated vet if not in area).

E.2.10 Record of vaccination.

E.2.11 Any medical treatment must be recorded and visible to prevent mis-dosing.

E.3 Disease control

- Cats are vulnerable to a range of serious infectious diseases, therefore disease control and rapid response to any signs of illness is critical.
 - The potential for infectious disease problems escalates where many cats are kept together and a cat's immune system can also be affected by stress.
 - As outlined elsewhere, construction materials and equipment need to be easy to clean and disinfect (see Section A).
 - No cats should be allowed in the safety corridor or to share an exercise area (unless they come from the same household).
 - Infectious agents are spread in various ways –
 - Feline leukaemia virus (FeLV) and feline immunodeficiency virus (FIV) need direct contact between cats, which should be impossible in the boarding situation.
 - Cat flu viruses such as feline herpesvirus [FHV], feline calicivirus [FCV], and other respiratory pathogens such as *Bordetella bronchiseptica*, are spread in sneeze droplets, on hands, clothes, shoes, equipment and environment.
 - Feline parvovirus (aka feline infectious enteritis (FIE)) can be spread on hands, clothing and shoes, litter trays and environment, and can remain in the environment for a long time.
 - The source of feline parvovirus (FIE) is faeces from an infected cat and several other agents are spread via contact with other cats' faeces/litter trays and include Coronavirus, Salmonella and Campylobacter etc.
- Ringworm spores can remain infectious in the environment for prolonged periods of time.
- Preventing cat-to-cat contact, ensuring excellent hygiene protocols and management protocols to minimise stress can reduce the risk of disease spread.
 - The movement of people through the cattery should be minimised and supervised.

- If rescue cats are boarded, these should be handled last.

- E.3.1 Where work with rescue cats or breeding cats is also undertaken, this must be kept completely separate, and extra precautions taken to prevent the spread of disease.
- E.3.2 When there is any cause for concern regarding the health status of a cat, that cat must be handled last and the unit must be cleaned after all the others.
- E.3.3 Cats must remain in their assigned unit and not be moved to other units (rotation) or to a holding unit for cleaning purposes, except for moving to an isolation facility.
- E.3.4 Standard operating procedures (SOPs) must be in place and followed to prevent spread of disease, and staff trained in these procedures.
- E.3.5 Facilities must be provided for the proper reception, containment and disposal of all waste and meet with local authority approval.
- E.3.6 Isolation facilities must be available (see E.6).

E.4 Hygiene practices

- Proper cleaning and disinfection helps to reduce the spread of infectious disease to both animals and people. Cats are particularly susceptible to poisoning from phenolic compounds (those that turn cloudy when added to water), therefore these must not be used.

Cleaning and disinfectant products

- E.4.1 Products must be suitable to use and effective against the pathogens, (especially feline parvovirus (FIE) and ringworm)) for which the cats are at risk and under the conditions present in the environment in which they are used.
- E.4.2 Cleaning agents and disinfectants must be non-toxic to cats.

- E.4.3 The compatibility of different bactericides, fungicides and virucides (if used together and/or with a detergent) must also be taken into account.

Manufacturers' recommended guidelines for use, correct dilutions and contact time for use in cleaning and disinfection products must be followed. Standing water must not be allowed to accumulate in areas around the cat units due to the possibility of pathogens residing in these moist environments.

Cleaning and disinfecting routines for units when cats are resident

- Litter tray hygiene is very important as cats may refuse to use trays if they are soiled; faeces is also a high risk source of infection for some feline diseases.
- Cats prefer clean, comfortable dry bedding. Bedding should not be a source of infection.
- Cats can ingest infective agents from dirty dishes and may excrete viruses themselves in saliva. Clean and disinfected dishes reduce the risk of disease.
- On a daily basis (and more often if necessary) the unit needs to be spot cleaned and any obvious food or waste removed, and all excreta and soiled material removed from all areas used by cats.
- Litter trays need to be cleaned and disinfected in a separate area away from food preparation.
- Food and water dishes need to be cleaned and disinfected, and not at the same time in the same sink or area as litter trays or other items soiled with body waste.

If only one sink is available, strict protocols need to be in place between use to ensure adequate disinfection after cleaning litter trays and before cleaning dishes, as faeces is the major source of many infective pathogens. Sinks need to be disinfected thoroughly between uses.

- E.4.4 There must be cleaning and disinfection routines in place for day-to-day management of the cats and for ensuring a cat unit and all equipment is cleaned and disinfected effectively before a new cat comes in.

- E.4.5 Each unit must be supplied with its own dustpan, brush and scoop, to be used exclusively in, and kept in that unit, until departure of the cat, and then cleaned and disinfected before re-use, or disposed of prior to the next resident.

- E.4.6 Litter trays must be emptied and cleaned and disinfected at least once a day, or more frequently as necessary.

- E.4.7 Beds and bedding material must be checked daily and be maintained in a clean, dry and parasite-free condition.

- E.4.8 Drinking vessels must be changed/cleaned and disinfected at least once a day.

- E.4.9 Grooming equipment must either be cleaned and disinfected between use on different cats, or be disposable. If provided by the owner, it must only be used on that cat and must be sent home with the cat.

- E.4.10 Toys and scratch posts must be cleaned and disinfected between use for different cats, disposed of, or returned to the cat's owner (if they came in with the cat).

Handling cats

- Hand sanitiser dispensers should be available in all cat care areas and should only be used on clean hands. It should be noted that hand sanitisers are ineffective against some of the more dangerous pathogens (eg calicivirus) and cannot be relied upon as the sole means of hand sanitation. Washing of hands thoroughly or wearing of gloves is preferable.
- Fresh protective garments should be worn when handling vulnerable individuals. Kittens and young cats should be handled before adult cats.

- E.4.11 Hygiene protocols must be observed between handling cats. Hands must be washed/ disinfected or hand sprays or alcohol gel used between handling of each cat.

- E.4.12 Protective garments must be changed and laundered with an appropriate disinfectant/ disposed of immediately after handling a cat with a suspected infectious disease.

E.5 Vaccination, fleas, worms and other parasites

- There must be a policy for cats coming to the cattery having vaccinations against appropriate diseases (Occasionally there will be veterinary advice on a specific cat regarding vaccination and its health status and this should be taken into account).

- If owners have treated their cats for worms and fleas before entry to the cattery, the proprietor should note when this occurred and what products were used.

E.5.1 An up-to-date veterinary health record must be seen to ensure that cats boarded have current vaccinations against feline parvovirus (feline infectious enteritis) (FIE)) and against feline respiratory viruses (feline herpesvirus and feline calicivirus).

E.5.2 Vaccination (including boosters) must have been completed, at the very least, 2 weeks before the cat's arrival in order to ensure maximum protection.

E.5.3 Homoeopathic vaccination is not acceptable as it will not protect against infectious diseases.

E.6 Isolation facilities

- All establishments must have a means of providing isolation that will allow for the care of sick cats which develop signs of infectious diseases, to minimise the risk to other cats. How this is physically provided (ranging from being able to shut off an end unit of the cattery and using a separate door, to having a separate building) may vary. In many catteries the cat is taken straight to the vet (catteries are advised to check with the vet whether this service is available). If not, isolation protocols (below) must be observed.

E.6.1 The area must provide separate, self contained facilities for the isolation of suspected infected cats and must have a separate entrance to the rest of the units.

E.6.2 Separate cleaning supplies and clothing must be designated for the isolation area and other cattery sections.

E.6.3 Protective clothing and footwear must be worn when handling cats in the isolation facility, and sanitation protocols adhered to, to avoid the transmission of disease. Whilst in use, the clothing should be kept in the isolation unit and not be removed other than for cleaning and disinfection.

E.6.4 Hands must be washed/disinfected between handling cats.

E.6.5 Separate feeding and water bowls, litter trays, litter, a dedicated safe cat basket, bedding and cleaning utensils must be stored in the isolation unit ready for immediate use.

E.6.6 Any cats in the isolation facility must be checked regularly and unless a separate person is caring for them, they should be visited after the other cats.

E.6.7 A Standard Operating Procedure (SOP) for barrier nursing and information must be provided for staff.

E.6.8 Should a cat need to be removed from its unit, it must be carried in a secure and disinfected cat carrier, and the carrier disinfected after use.

E.6.9 In emergency cases, such as admission of unvaccinated cats because of owner hospitalisation, there must be provision to be able to place these animals in isolation.

E.7 Veterinary treatment and health care

- Access to veterinary care is vital for the cat, should it be required.

- If medication is necessary, it should only be used for the cat for which it is prescribed and following a veterinary surgeon's instructions.

E.7.1 A veterinary practice must be appointed for the establishment. The name, address and telephone number of the establishment's veterinary service must be displayed in a prominent position for staff.

E.7.2 Where cats require wiping of eyes, grooming or other cleaning regimes, these must be carried out frequently enough to keep the cat clean and comfortable providing it is safe to do so.

E.7.3 When a cat is suspected of being ill or injured (staff should be trained to recognise when a cat requires veterinary care), a veterinary surgeon must be contacted for advice immediately. Any instructions for treatment given by a veterinary surgeon must be strictly followed with further advice sought if there is ongoing concern.

E.7.4 Medicines must be stored safely, securely, at the correct temperature and labelled correctly according to manufacturer's instructions. Any unused medications must be returned to the owner or prescribing vet.

E.8 Holding units for temporary housing

- Routine use of holding units is not recommended as they are small (minimum size should be 1 m in each dimension) and are an additional source of cross infection to cats.
- Holding pens should only be used in exceptional circumstances ideally for no longer than 12 hours and not in areas where other cats are housed.
- The licensed capacity of the cattery does not include holding pens.

E.8.1 If, in an emergency, holding units/pens are used, they must not be sited in the reception.

E.8.2 Cats must be provided with a bed, litter tray, food and water.

E.9 Transportation of animals

- Transportation can increase risk for cats, both of disease (from unclean vehicles or carriers) or of escape. A vehicle can be viewed as an extension of the premises and therefore the same principles of hygiene, care and disease control apply. If the journey is long, appropriate resources must be provided.

E.9.1 Any transport legislation must be complied with.

E.9.2 Cats must be secured in durable carrying baskets any time they are transported/carried outside the cat unit (A spare cat carrier should be kept at the cattery for situations where owners do not arrive with their cat in a secure carrier).

E.9.3 All vehicles and equipment must be kept clean and disinfected after each collection or delivery.

E.9.4 Cats must not be left in vehicles except for transportation.

SECTION F – New Build

As knowledge and materials change, recommendations for better construction and care can change. For anyone undertaking a new build cattery the following advice and recommendations must be followed. When replacing (or adding to) parts of an existing cattery, new build must be followed.

NB.1 Cat units

- Previous smallest size units (for 1 cat) are considered difficult to clean and manage efficiently.
- Having 2 cat size units gives much greater flexibility for the cattery.

NB.1.1 Sleeping accommodation sizes

For new build the smallest unit must be large enough for up to 2 cats and to allow for adequate staff space for cleaning.

- Penthouse accommodation has a number of drawbacks in the cleaning and management of the cat and the units:
 - Cleaning adequately under the box can be difficult.
 - The box must not be too deep or the internal height of the sleeping box too high, in order to be able to clean it.

- Cleaning inside the sleeping box can be difficult and health and safety issues arise if the person doing the cleaning has to climb on a stool or climb into the box to reach the top or back.
- Cats in the box are at face height which could be potentially dangerous with an aggressive cat.
- Very young, old/infirm or disabled cats may find the ramp difficult /dangerous. It is advisable to have at least one full height unit for use for blind, old, infirm or severely disabled cats, or suitable provision made for these cats.

| Full height, walk-in units – floor area and dimensions | | | |
|--|--------------------|--|----------------|
| New build – the minimum size must be as below (2 cats) | | | |
| | Minimum area | Smallest dimension must be a minimum of: | Minimum height |
| Up to two cats | 1.5 m ² | 1.2 m (eg 1.2m x 1.25 m wide) | 1m |
| Up to four cats | 1.9 m ² | 0.9 m (eg 1.2m x 1.6 m wide) | 1m |

In new build

NB.1.2 Penthouse accommodation measurements for the exercise run must be taken from the front of the sleeping accommodation/box, not under the box.

NB.1.3 When measuring floor area, shelving areas must not be included.

NB.1.4 The box must be 0.9 m off the ground both to enable the area underneath to be cleaned effectively, and to enable a person to reach inside to clean the walls and ceiling of box.

| Penthouse accommodation – floor area and dimensions | | | |
|--|--------------------|--|----------------|
| New build – the minimum size must be as below (2 cats) | | | |
| | Minimum area | Smallest dimension must be a minimum of: | Minimum height |
| Up to two cats | 1.1 m ² | 0.9 m (eg 0.9m deep x 1.2 m wide) | 1m |
| Up to four cats | 1.7 m ² | 0.9 m (eg 0.9m deep x 1.9 m wide) | 1m |

Exercise area sizes

| Full height, walk-in units and penthouse accommodation | | | |
|--|--------------------|--|----------------|
| New build – the minimum size must be as below (2 cats) | | | |
| | Minimum area | Smallest dimension must be a minimum of: | Minimum height |
| Up to two cats | 2.2 m ² | 1.20 m (eg 1.2m x 1.85 m) | 1m |
| Up to four cats | 2.8 m ² | 1.20 m (eg 1.20m deep x 2.35m) | 1m |

Sneeze barriers

In new build sneeze barriers must be at a minimum, translucent (Allowing light to pass through, but only diffusely, so that objects on the other side cannot be clearly distinguished) to reduce stress caused by cats seeing one another. Opaque barriers are acceptable but may cut down on the light entering the cattery.

Gaps between units

Where gaps between units are used as disease control, one side of the gap must have a full height, full width translucent sneeze barrier.

Hygiene facilities

In new build there must be separate sinks for cleaning of litter trays and feeding utensils.

Materials

In new build any wood to which the cat has access must be clad with an impervious smooth material to prevent damage and make cleaning and disinfection easier.

Noise

If a new cattery is being built near existing kennels serious consideration must be given to positioning of the building to minimise the level of noise from the dogs which can be very stressful to cats.

Annex A

| LICENCE CONDITIONS INSPECTION SHEET FOR CAT BOARDING ESTABLISHMENTS | | | | | | | | | | | Tick boxes ✓/x |
|---|----------------------|--|------------------------------|--|-------------------------------|--|-----------------|---------------------|-----------------------------|----------|----------------------|
| Name of Cattery | | | Date of Inspection | | Signature | | Boarding | | Rescue | Breeding | |
| Address of Cattery | | | Person seen | | Cattery Vet details displayed | | Part Inspection | Full Inspection | Overall score | | |
| | | | Inspectors name(s) | | | | | | | | |
| Licence on Display | Insurance | | Pest Control policy/contract | | | | | Accident Book (H&S) | Emergency Contact displayed | | |
| Has copy of Licence Con & Legislation | Register and Back up | | | | | | | | | | |

| | | | | | |
|-----------------|----------------|---------------------|----------------------------|----------------------|---------------|
| Outdoor Cattery | Indoor Cattery | Semi-outdoor/indoor | Full height Unit (walk-in) | Penthouse Style Unit | Home boarding |
| Timber | PVCu | Fibreglass | Other | Number Units | |

Index

| Identification code | Section | |
|---------------------|--------------------|---|
| A | Environment | Cattery Unit: Drainage: Exercise Run: Fire/Emergency: Interior Surfaces: Lighting: Litter Trays: Roofing: Safety C: Sizes: Sneeze Barriers and Shelving: Temperature: Ventilation |
| B | Diet | Drinking: Eating: Refrigeration: Storage of foods: Washing equipment |
| C | Behaviour | Scratching: Long stay cats: Environmental enrichment: Toys: |
| D | Company | Multi-Cat Units: Monitoring: Shared cats |
| E | Health and Welfare | Cleaning: Disease Control: Hygiene Practices: Holding Units: Isolation: Monitoring Cats: Records/S.O.Ps: Register: Transport |
| Rating | 0 | Does not meet the minimum standard |
| Rating | 1 | Meets standard, but with noticeable limitations |
| Rating | 2 | Meets the standard |
| Rating | 3 | Exceeds the standard |

| | | | | |
|--|----------|-------|-----------|-------|
| | Range | Score | Range | Score |
| | 0 - 56 | 0 | 114 - 170 | 2 |
| | 57 - 113 | 1 | 171 + | 3 |
| | N/A = 2 | | | |

| Area | Identification Code | Description | √ | x | Score | Actions or Comments | Done √ |
|-------------------------|-----------------------|--|---|---|-------|---------------------|-----------|
| Cattery Unit | A.1.1 – A.1.4 | Sound and safe construction | | | | | |
| Cattery Unit | A.3.1, A.3.5 – A.3.6 | Sleeping accommodation sizes | | | | | |
| Cattery Unit | A.1.5 | Sharp edges/Other hazards | | | | | |
| Cattery Unit | A.1.6 – A.1.8, A.2.12 | Secure windows, doors & fencing | | | | | |
| Cattery Unit/Drainage | A.1.12 – A.1.14 | Drainage/Drain covers | | | | | |
| Cattery/safety corridor | A.1.15 | Escape-proof area | | | | | |
| Cattery/safety corridor | A.1.16 – A.1.18, 21 | Corridor width/secure doors | | | | | |
| Cattery/safety corridor | A.19 | Flooring | | | | | |
| Cattery/safety corridor | A.1.22 | Lighting | | | | | |
| Cattery/Sneeze B | A.4.7 – A.4.8 | Sneeze Barriers | | | | | |
| Cattery/Roofing | A.1.24 | Safe and Waterproof roofing | | | | | |
| Cattery/Lighting | A.2.2 | Adequate lighting | | | | | |
| Cattery/Ventilation | A.2.3 | Ventilation/Draughts | | | | | |
| Cattery/Interior | A.2.4 – A.2.10 | Good repair, clean & sealed joints | | | | | |
| Cattery/Accessing | A.2.1, A.2.12 | Sharing Units/Numbered Units | | | | | |
| Cattery/Temperature | A.3.7 | Max-Min Thermometer | | | | | |
| Cattery/Temperature | A.3.11 – A.3.14 | Safe Appliances | | | | | |
| Cattery/Temperature | A.3.15 | Waterproof sockets | | | | | |
| Cattery/Bedding | A.3.17 – A.3.19 | Bedding materials | | | | | |
| Cattery/MultiCat Units | D.3.1 – D.3.6 | Facilities and monitoring of multi-cat units | | | | | |
| Page Total | | | | | | | |

Annex A

| Area | Identification Code | Description | ✓ | x | Score | Actions or Comments | Done ✓ |
|----------------------|---------------------|---|---------------|---|-------|---------------------|-----------|
| Cattery/Litter Trays | A.2.13 – A.2.18 | Suitable litter tray cleanliness & position | | | | | |
| Cattery/Shelving | A.3.1 – A.3.4 | Sleeping accommodation and shelving | | | | | |
| Cattery/Exercise Run | A.4.6 | Exercise Run sizes | | | | | |
| Cattery/Exercise Run | A.3.20 | Access to Run | | | | | |
| Cattery/Exercise Run | A.4.1 – A.4.4 | Clean and secure Run | | | | | |
| Cattery/Exercise Run | A.4.9 – A.4.12 | Shelving in Run | | | | | |
| Cattery/Scratching | C.1.6 – C.1.7 | Scratching Posts | | | | | |
| Cattery/Behaviour | C.1.6 | Toys/Environmental enrichment | | | | | |
| Cattery/Behaviour | C.1.4 | Hiding places | | | | | |
| Cattery/Company | D.1.1 | Cats from different households | | | | | |
| Cattery/Hygiene | E.4.1 | Cleaning products | | | | | |
| Cattery/Cleaning | E.4.5 | Dust pan, brush and scoop | | | | | |
| Handling Cats | E.4.11 – E.4.12 | Hygiene protocols and protective garments | | | | | |
| Health Care | E.7.3 - E.7.4 | Veterinary instruction/legislation | | | | | |
| Holding Units | E.8 | Facilities | | | | | |
| Isolation | E.6.1 – E.6.5 | Cleanliness and procedures for use | | | | | |
| Transport | E.9 | Use of vehicles for transportation | | | | | |
| | | | Page Total | | | | |
| | | | OVERALL SCORE | | | | |

Annex B

Emergency and Evacuation Plan

Introduction

All appropriate steps will be taken for the protection of the cats in case of fire or other emergency; Animal Boarding Establishments Act 1963 section 1 (3) (d).

There should be an Emergency Evacuation Plan (EEP) and fire warning procedure in place. This should be posted where staff may become familiar with it. This procedure should include instructions dealing where cats are to be evacuated to and contingency for their accommodation/care if the premises are rendered unsafe or unsuitable.

Prior to formulating an Emergency and Evacuation Plan carry out a Fire Risk Assessment (FRA) to identify any potential fire risk hazards within your establishment.

Emergency situations and the requirement to evacuate from the establishment can arise from a number of situations like; Fire, Flooding, Damage to building, Power failure and disease.

Being prepared and planning a simple but well understood procedure to be carried out in the event of an emergency is essential to offer maximum protection for you, your staff and the animals in your care. This need not be a lengthy document but should include a plan of the site giving exit points, location of telephone, emergency equipment (fire extinguishers and storage of baskets/cages) RVP and designated holding area for cats. The emergency contact details of a supervisor or the proprietor and the establishments Veterinary Surgeon should also be displayed.

Fire fighting equipment and detectors must be properly maintained. All electrical installations and appliances must be maintained in a safe condition. There should be a residual current circuit breaker system on each cattery block for the premises. Heating appliances should not be sited in a location or manner where they may present a risk of fire/risk to cats. Precaution should be taken to prevent any accumulation of material which may present a risk of fire.

Fire Risk Assessment

1. Identify potential fire risk hazards in the workplace
2. Decide who might be in danger (staff, Visitor, animal) in each area
3. Evaluate the risks arising from hazards and what can be done
4. Record your findings
5. Keep assessment under review

There should be adequate means of raising an alarm in the event of a fire or other emergency. In the event of a fire breaking out within your establishment, remember that your safety and those of your staff is of prime importance and no risks should be taken which may compromise any person's safety. No task in tackling the fire or evacuating animals should be undertaken unless it is safe to do so.

Upon Discovery of Fire

- Leave fire area immediately
- Close all doors behind you
- Alert occupants of building by sounding alarm (if present) or yell "Fire"
- Telephone Fire and Rescue Services dialling 999 from a safe location
- Evacuate animals when it is safe to do so to the designated holding area
- Use exit to leave building

Upon Hearing of a Fire Condition

- If safe, staff can assist with evacuating animals /occupants
- Leave building via nearest safe exist
- Close doors behind you
- Remain Calm
- Proceed to the designated RV area

Fire and Evacuation Action Plan

| | | |
|---------------------------------|---|---|
| Planning Your Escape | <p>You only have a short time to get out so prepare a plan of escape in advance rather than waiting until there is a fire or evacuation of the establishment.</p> <p>Think of another way out in case the normal route is blocked.</p> <p>Know where door and window keys are kept.</p> <p>Know where spare baskets/ cages are stored.</p> <p>Know where the RVP/Holding areas are.</p> | |
| If You Discover a Fire | | <p>Leave fire area immediately.</p> <p>Close all doors behind you.</p> <p>Sound the alarm and call 999 from any phone.</p> <p>Stay calm, speak clearly and listen to the operator.</p> <p>Where safe to do so, assist others to evacuate and remove animals to the safe holding area.</p> <p>If there is a fire elsewhere in the establishment, stay where you are and await instructions or if you have to move remember to check doors with the back of your hand before opening. If it feels warm, do not open it and go another way.</p> <p>If there is a lot of smoke, crawl along floor where the air will be cleaner.</p> <p>If in doubt – Get out, Stay out and get the Fire & Rescue Services Out.</p> |
| Contacts in an Emergency | <p>(enter details here)</p> <ul style="list-style-type: none"> • Proprietors name and Telephone Number(s) • Supervisors Name and Telephone Number(s) • Establishments Veterinary Surgeons Name(s) and Telephone Number(s) | <p>(enter details here)</p> <ul style="list-style-type: none"> • Telephone at (enter location) • Emergency equipment at (enter location) • RVP at (enter location) • Animal Holding area at (enter location) • Fire Extinguishers located at (enter location) • Keys kept at (enter location) |
| RVP = Rendezvous Point | | |

The onus is upon the cattery to ensure adequate fire prevention precautions are in place.

It is recommended that plans and details for large catteries are lodged with the police and fire authorities. Fire prevention advice may be sought from the Fire Prevention Officer based at your local fire station. This officer can give advice on fire drills, fire escapes, equipment and should be consulted when new buildings are constructed or existing buildings modified.

Smoke detectors are recommended and you must make sure that Fire Detection and fighting equipment are easily accessible and regularly tested. Exit routes should be kept clear. Staff should be familiar with the fire evacuation procedure by use of fire drills and how to use the fire extinguishers.

The Fire Precautions (Workplace) Regulations 1997 place a duty on employers to carry out a risk assessment for the premises not covered by a fire certificate.

Useful Contacts

Chartered Institute of Environmental Health

Chadwick Court, 15 Hatfields, London SE1 8DJ
Telephone: 020 7928 6006
www.cieh.org

British Veterinary Association

7 Mansfield Street,
London W1G 9NQ
Telephone: 020 7636 6541
Email: bvahq@bva.co.uk
www.bva.co.uk

Pet Industry Federation

Bedford Business Centre,
170 Mile Road, Bedford MK42 9TW
Telephone: 01234 273 933
www.petcare.org.uk

Royal Society for the Prevention of Cruelty to Animals

RSPCA Enquiries Service, Wilberforce Way,
Southwater, Horsham, West Sussex RH13 9RS
Telephone: 0300 1234 555
www.rspca.org.uk

Cats Protection

National Cat Centre
Chelwood Gate, Haywards Heath
Sussex RH17 7TT
www.cats.org.uk

International Cat Care

Taeselbury High Street, Tisbury,
Wiltshire SP3 6LD
Telephone: 01747 871872
Email: info@icatcare.org
www.icatcare.org

Dogs Trust

17 Wakley Street, London EC1V 7RQ
Telephone: 0207 833 7685
Email: info@dogstrust.org.uk
www.dogstrust.org.uk



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