

# Document Checklist for Dog Day Care



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

Below is a list of the documents you need for this licence type, along with some brief guidance about the sort of thing the Council and DEFRA expect to be included in your procedures. The procedures should be written in accordance with the DEFRA guidance, conditions and the guidance below.

## **Standard Operating Procedures**

- ☐ **Preventative Healthcare Plan/ Biosecurity Risk Assessment (signed by applicant's registered veterinarian).**

This is a risk assessment of disease control and prevention.

- ☐ **Staff Training Policy**

This document should set out how often you do training or Continual Professional Development, what kind of training/CPD you will undertake and how it is recorded. There should be a process of reviewing training needs each year.

- ☐ **Cleaning Procedure**

This document should detail all cleaning that is carried out across the premises such as, cleaning vehicles after transportation, cleaning of toys & equipment used in relation to the dogs.

- ☐ **Immature Animals' Opportunities Procedure (dogs under 12 months of age procedure) if applicable**

This procedure should document what adjustments do you make to accommodate dogs under one year of age. needs.

- ☐ **Feeding procedure**

This should outline the frequency of feeding, water provision and how often it is changed or topped up. It should also detail record keeping of consumption of food and water, how often these records should be kept and where the records need to be made.

- ☐ **Disease Control and Prevention Procedure**

This procedure should explain how you ensure disease is controlled and prevented on your premises.

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☐ **Transport Procedure**

This document should outline how often you transport animals and how you transport them safely in accordance with good welfare practice and law.

☐ **Monitoring and Ensuring health and Welfare of Animals Procedure**

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

☐ **Death and Escape of Animals Procedure**

This procedure should document how you will deal with the escape or death of an animal. Details should also be provided on how you will store a dead animal if necessary.

☐ **Written Emergency Plan covering:**

- Fire (evacuation, firefighting equipment, how animals are evacuated and kept safe during emergency, smoke & CO detector locations/ testing & fire drills, escape routes and how animals are secured safely during an evacuation)
- Loss of utilities
- Breakdown of vehicle/ accident/ traffic jams during animal transport
- Alternative accommodation provision in the event of premises becoming uninhabitable.

## **Other Documents**

☐ **Site plan of premises**

This does not have to be to scale but it should show how the premises is laid out and give measurements of the animal accommodation, exercise areas etc.

☐ **Public Liability Insurance Certificate**

☐ **List of staff qualifications & certificates**

☐ **Staff training records for each member of staff (including volunteers)**

Licence holders and all staff must have a training record and development plan. There must be some form of appraisal/ review process for each member of staff.

☐ **DBS Certificate**

A basic Disclosure and Barring Certificate is required to be supplied with an application. Applications are not considered without it. The cost and process of obtaining one is to be completed by the applicant.

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## **Activity Specific Documents**

- ☐ **Enrichment Procedure/ Plan**
- ☐ **Difficult Dogs Procedure**
- ☐ **Introduction of New Dogs Procedure**