

# Document checklist for Keeping or Training Animals for Exhibition



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

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 and Hygiene Procedure**

This document should detail all cleaning that is carried out across the premises

- ☐ **Immature Animals' Opportunities Procedure**

- ☐ **Separating/ Grouping of Animals Policy**

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

- ☐ **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.

☐ **Isolation Procedure**

☐ **Death and Escape of Animals Procedure**

☐ **Written Emergency Plan covering:**

- Fire (evacuation, firefighting equipment, how animals are evacuated and kept safe during the 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. Dimensions are required for each enclosure/ animal habitat.

☐ **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**

- ☐ **Socialisation, Training & Habituation Plan for animals.**
- ☐ **Introduction of new animals to the collection and/or existing groups of animals' procedure.**
- ☐ **Exhibition risk assessments**

These are risk assessments (RA) in relation to the actual interactions/ exhibition aspect of the activity and should be a separate RA from the general RAs. If you have multiple types of handling/ interaction activities, you may need a separate RA for each.

- ☐ **Transport accommodation specifications and dimensions**
- ☐ **Animal exhibition schedule/ rotation procedure**
- ☐ **Register of each animal exhibited or to be exhibited which must include:**

(a) the full name of the supplier of the animal

(b) its date of birth

(c) the date of its arrival

(d) its name (if any), age, sex, neuter status, description and microchip or ring number (if applicable)

(e) the name and contact details of the animal's normal vet and details of any insurance relating to it

(f) details of the animal's relevant medical and behavioural history including details of any treatment administered against parasites and any restrictions on exercise or diet

(g) a record of the date or dates of the animal's most recent vaccination, worming and flea treatments

(h) the distance to and times taken for it to travel to and from each exhibition event

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

- ☐ **Written procedure for accident involving animals in transit**