The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 Pre-Inspection Audit – Providing Home Boarding for Dogs

Prior to your inspection being carried out:

- Provide a plan of the premises which includes the designated rooms and isolation facility. Each dog, including any resident/visiting dogs, will require its own designated room should the need arise.

Notes:

- Both overnight boarding and day care in the home environment are covered by this licence.
- The name of the licence holder and the licence number must be prominently displayed on any website used for the activity.
- The licence holder must keep all records for at least three years beginning with the date on which the record was created.
- The licence holder must register with a veterinarian.
- All outdoor fencing must be strong and rigid and kept in good repair to provide an escape and dig proof structure. Where dogs have access to mesh, the diameter of the wire must not be less than 2.0 mm (British Standard 14 gauge welded mesh). Mesh size must not exceed 50mm x 75mm.
- The outdoor/garden area of the premises and any other area to which the boarded dogs may have access, must be secure and safe. • When outside of the premises, each dog must all wear an identity tag which includes the licence holder's name and contact details.
- No more than six dogs can be walked at any one time.
- Any small animals on the premises must be able to be kept completely separate from boarding dogs.
- A designated key holder must be within reasonable travel distance and available to attend in an emergency.

If any minor failings are identified during your inspection, you may be given a 2 week period to evidence the requirements have been met. If these minor failings are not addressed satisfactorily within the stated period, then this will result in a **1 Star, 1 Year Licence**. However, a new applicant must achieve minimum standards and cannot be issued with a 1 Star Licence.

1 Star Licensed Premises (minor failings) must achieve minimum standards upon renewal, otherwise the Licence will not be renewed.

This pre-inspection audit does not list all of the licence conditions and guidance. You must refer to the conditions and guidance in full. This is a Yes/No exercise to ensure that you have the necessary procedures in place to meet the minimum standards, in advance of your licensing inspection. This is not a mandatory document, but aims to assist you in your preparation.

Part A – General Conditions (Schedule 2 of the Regulations)

Condition	Guidance	Condition met YES/NO
4.0 Staffing **4.3 The licence holder must provide and ensure the implementation of a written training policy for all staff.**	• The training policy must be reviewed and updated on an annual basis and must include: o annual appraisal o planned continued professional development o recognition of knowledge gaps o Use of online courses and literature o If no staff are employed the licence holder must demonstrate their own knowledge development. • It will be applicable to any members of staff and can be shown by engagement with courses, written or online learning, keeping up to date with any research or developments for specific species and the documentation of the annual appraisal. • Evidence of staff attendance or completion of the training must be provided	
6.0 Suitable Diet **6.2 Feed and (where appropriate) water intake must be monitored, and any problems recorded and addressed.**	• Dogs must be monitored and if they refuse to eat for longer than 24 hrs veterinary advice must be sought. • The general condition of all long stay dogs must be monitored and dogs displaying significant weight loss/gain must be evaluated by a vet and treated as necessary. • The facility must follow veterinary advice when feeding debilitated, underweight or ill dogs, or those with specific diets.	

7.0 Monitoring of behaviour and training of animals **7.1 Active and effective environmental enrichment must be provided to the animals in inside and any outside environments.**	• A facility must create a written programme that shows how they provide an enriching environment inside and outside. This must be agreed with the owner. The programme will show how the facility will provide grooming, socialisation and play. All dogs must receive appropriate toys or feeding enrichment (or both) unless veterinary advice suggests otherwise.	

7.3 The animals' behaviour and any changes of behaviour must be monitored. Advice must be sought, as appropriate and without delay, from a veterinarian to give such advice if adverse or abnormal behaviour is detected. **7.5 All immature animals must be given suitable and adequate opportunities to—** **(a) learn how to interact with people, their own species and other animals where such interaction benefits their welfare, and** **(b) become habituated to noises, objects and activities in their environment.**	• Toys must be checked daily to ensure they stay safe and must not be left with dogs when staff are not on the premises. • Competition between dogs must be avoided • All staff must be able to spot unusual behaviour, and in particular dogs that are anxious or frightened of contact. • The behaviour of each dog must be monitored every day. Changes of behaviour must be recorded and the owner must be told if there are signs of suffering, stress, fear, aggression and anxiety. The staff should pay particular attention to dogs that are elderly, nervous and on medication. • There must be written procedures in place for dogs that are under one year of age.	

8.0 Animal Handling and Interactions **8.2 The animals must be kept separately or in suitable compatible social groups appropriate to the species and individual animals. No animals from a social species may be isolated or separated from others of their species for any longer than is necessary.**	• A policy must be in place for monitoring new dogs coming into a home boarding environment. • It must be possible to keep new dogs at the facility away from other dogs if it is required. The inspector must be shown how this is done. • It is not recommended that cats are resident on the premises if dogs are being home boarded. If there are resident cats, the licence holder must identify potential stressors to the cat/s and demonstrate how these would be mitigated in order to protect the cats' welfare.	
9.0 Protection from Pain, Suffering, Injury and Disease **9.1 Written procedures must—**	• The procedures must demonstrate how the conditions outlined in the Defra guidance document are met.	

9.4 All reasonable precautions must be taken to prevent and control the spread among the animals and people of infectious diseases, pathogens and parasites.	• An up-to-date veterinary vaccination record must be seen to ensure that dogs, including resident dogs, have current vaccinations against canine parvovirus, canine distemper, canine adenovirus/infectious canine hepatitis, leptospirosis and other relevant diseases. Vaccination against other diseases such as kennel cough (Bordetella bronchiseptica/ Canine parainfluenza virus) may be required. • A vet certificate of a recent protective titre test may be accepted instead of a booster vaccination. The certificate must state that it is valid for the current period. It is up to the licence holder whether to accept such a certificate. • Primary vaccination courses must be completed at least 2 weeks before acceptance into day care • If there is evidence of external parasites such as fleas, ticks or lice, the dog must be treated with an appropriate product authorised by the Veterinary Medicines Directorate (VMD) and licensed for use in the UK. Treatment must be discussed with a vet before giving it to the dog. The owner must consent to this	
9.13 All animals must be checked at least once daily or more regularly as necessary to check for any signs of pain, suffering, injury, disease or abnormal behaviour. Vulnerable animals must be checked more frequently. Any signs of pain, suffering, injury, disease or abnormal behaviour must be recorded and the advice and further advice (if necessary) of a veterinarian (or in the case of fish, of an appropriately competent person) must be sought and followed.	• Records and any checklists must be made available to inspectors. • Presence or absence of faeces and urine must be monitored daily. Any abnormalities must be recorded and acted upon as appropriate.	

10.0 Emergencies **10.1 A written emergency plan, acceptable to the local authority, must be in place, known and available to all the people on the premises used for the licensable activity, and followed where necessary to ensure appropriate steps are taken to protect all the people and animals on the premises in case of fire or in case of breakdowns for essential heating, ventilation and aeration or filtration systems or other emergencies.** **10.2 The plan must include details of the emergency measures to be taken for the extrication of the animals should the premises become uninhabitable and an emergency telephone list that includes the fire service and police.**	• Entrances and fire exits must be clear of obstructions at all times. • Suitable firefighting, prevention and detection equipment must be provided and maintained in good working order. All buildings must have at least one working smoke detector (or other suitable fire detection system) installed in a suitable location on each separate level or floor of the property. There must be at least one carbon monoxide detector • A first aid kit suitable for treatment of dogs must be kept on site • There must be a plan for accommodation of the dogs should the premises become uninhabitable. • There must be a written policy in place for dealing with emergencies, including extremes of temperature and abnormal weather conditions. • All electrical installations must be installed by a qualified person and maintained in a safe condition. They should be placed where they do not present a risk. • All equipment must be maintained, kept in good repair and serviced according to manufacturer's guidelines.	

Part B – Specific Conditions (Schedule 4, Part 3 of the Regulations)

Condition	Guidance	Condition met YES/NO
13.0 Suitable Environment **13.1 Dogs from different households may only be boarded at the same time with the written consent of every owner.**	• There must be a documented trial session for dogs to familiarise with each other before they home board. This includes familiarisation with resident dogs at the property	
16.0 Housing with, or apart from, other dogs **16.3 If any person aged under 16 years resides at the home, there must be procedures in place to regulate the interactions between the dogs and that person.**	• If children live on the premises, there must be a procedure in place to safeguard them and the dogs. • The licence holder must make an assessment of the risks of home boarding. This will include the risk to, or potentially caused by children who are likely to be at the property.	

17.0 Records **17.1 A register must be kept of all the dogs at the premises which must include—** **(a) the dates of each dog's arrival and departure;** **(b) each dog's name, age, sex, neuter status, microchip number and a description of it or its breed;** **(c) the number of any dogs from the same household;** **(d) a record of which dogs (if any) are from the same household.** **(e) the name, postal address, telephone number and email address of the owner of each dog and emergency contact details;** **(f) in relation to each dog, the name, postal address, telephone number and email address of a local contact in an emergency;** **(g) the name and contact details of the dog's normal veterinarian and details of any insurance relating to the dog; (h) details of each dog's relevant medical and behavioural history, including details of any treatment administered against parasites and restrictions on exercise;** **(i) details of the dog's diet and related requirements; (j) consent forms;** **(k) a record of the date or dates of each dog's most recent vaccination, worming and flea treatments; (l) details of any medical treatment each dog is receiving.**	
Written Consents • **Dogs must be separated for feeding unless written consent from owners has been received permitting otherwise.** • **All dogs must receive appropriate toys and / or feeding enrichment unless veterinary advice suggests otherwise. Owner's written consent must be obtained.** • **Outdoor areas must not be used by more than one dog at any one time unless they are from the same household or prior written consent has been obtained from owners.** • **Dogs from different households may only be boarded at the same time with the written consent of every owner.**	

• **Dogs from the same household can be kept together in the same designated room with written consent from the owner (each individual dog still requires a designated room in case the need arises to separate the dogs)** • **Consent to the use of a crate (only if the dog is already habituated to it and forms part of the dog's normal routine). A dog must not be confined in a crate for longer than three hours in any 24-hour period.** • **Consent to be walked outside of the home environment/garden** • **Consent to be let off the lead** • **Consent to be walked with dogs other than those from its household** • **Consent to seek a veterinary assessment and emergency treatment and to administer any medicines/treatment prescribed by a veterinarian** • **Consent/agreement as to which veterinarian is to be used**	

Star Ratings:
Each premises will receive a star rating following their formal inspection. In order to achieve the best star rating possible, each premises will need to have covered all of the standard conditions, including all required consents, policies and procedures. In order to meet the highest possible rating for both the high and low risk categories in the scoring matrix, certain higher standards must be met. The higher standards are classified into two types: required and optional and are outlined below. Higher standards are **required.** To qualify as meeting the higher standards, the business needs to achieve all of the required higher standards as well as a minimum of 50% of the optional higher standards.

Required

- There must be a clear plan setting out two walks per dog each day for a minimum of 20 minutes each. There must be an alternative form of enrichment planned for dogs which cannot be exercised for veterinary reasons for the same periods of time.
- Dogs must be exercised at least twice per day. Each dog must have a written daily exercise regime including lead exercise and free running in a secure area. There must be an alternative form of enrichment planned for dogs which cannot be exercised for veterinary reasons for the same periods of time
- For a boarding premises that keeps multiple dogs at once, there must be an overnight trial stay for all stays longer than 3 nights. Only one dog can be trailed at a time unless the dogs are from the same household
- There must be at least one full time member of staff per 8 dogs

Optional

- There must be a member of permanent, full time staff with an appropriate OFQUAL regulated level 3 qualification
- Any outside space will have two secure physical barriers between any dog and any exit.
- There must be a designated other person or member of staff who can cover any emergency so that dogs are never left alone
- Only dogs from the same household are boarded at any one time.
- Bathrooms, Hallways and partitioned rooms are not used as designated rooms
- Ventilation must be managed, fixed or portable, air system to maintain temperatures in all weathers. This can be an air conditioning unit or removable fans installed safely away from animals

Scoring Matrix		**Welfare Standards**		
		Minor Failings (existing business that are failing to meet minimum standards)	**Minimum Standards** (as laid down in the schedules and guidance)	**Higher Standards** (as laid down in the guidance)
	Low Risk	**1 Star** **1yr licence** Min 1 unannounced visit within 12 month period	**3 Star** **2yr licence** Min 1 unannounced visit within 24 month period	**5 Star** **3yr licence** Min 1 unannounced visit within 36 month period
	Higher Risk	**1 Star** **1yr licence** Min 1 unannounced visit within 12 month period	**2 Star** **1yr licence** Min 1 unannounced visit within 12 month period	**4 Star** **2yr licence** Min 1 unannounced visit within 24 month period