

# **RULES OF MANAGEMENT FOR DOG BOARDING ESTABLISHMENTS**

**RULES IN FORCE 1ST JANUARY 2002 WITH REGARD TO THE MANAGEMENT  
OF DOG BOARDING ESTABLISHMENTS**

**DOG BOARDING ESTABLISHMENT LICENSING**

Place Department  
London Borough of Croydon

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## **INTRODUCTION**

Local Authorities issue licences to proprietors of boarding kennels under the provisions of The Animal Boarding Establishments Act 1963. The licence can stipulate a number of conditions to secure the following objectives:

- i) that dogs are kept in accommodation suitable in respect of construction, size, temperature, lighting, ventilation and cleanliness;
- ii) that dogs are adequately supplied with suitable food and drink, and are visited at suitable intervals;
- iii) that dogs are kept secure;
- iv) that reasonable precautions are taken to prevent the spread of infectious diseases;
- v) that appropriate steps be taken in the event of an emergency;
- vi) that a suitable consistent level of management is maintained.

## **LICENCE CONDITIONS**

### **1. LICENCE DISPLAY**

- 1.1 A copy of the licence and its conditions must be suitably displayed to the public in a prominent position in, on or about the boarding establishment.

### **2. CONSTRUCTION**

#### **2.1 General**

- 2.1.1 The establishment must, at all times, be laid out and operated in accordance with an approved plan, to be attached to the licence. Before carrying out any alterations, plans must be submitted to and approved by the licensing officer of the local authority.

- 2.1.2 Where wood has been used in existing construction it must be smooth and treated to render it impervious. Wood should not be used in exposed construction of walls, floors, partitions, door frames or doors in the dog kennelling area. There must be no projections liable to cause injury.

- 2.1.3 Fencing material must be secure and safe.

- 2.1.4 Sleeping areas of kennels must be so insulated as to prevent extremes of temperature.

- 2.1.5 The construction must be such that the security of the dog is ensured.

- 2.1.6 All exterior wood must be properly treated against wood rot, e.g. Tanalised. Only products, which are not toxic to dogs, may be used.

- 2.1.7 All internal surfaces used in the construction of walls, floors, partitions, doors and door frames to be durable, smooth and impervious. There must be no projections or rough edges liable to cause injury.

#### **2.2 Walls and Partitions**

- 2.2.1 Walls with which dogs may come into contact must be of smooth impervious materials, capable of being easily cleansed. Where concrete or other building blocks or bricks are used in such walls, they must be sealed so as to be smooth and impervious, and resealed as necessary.

- 2.2.2 Junctions between vertical and horizontal sections should be coved. If impractical in existing premises, all joints must be sealed.

- 2.2.3 Partition walls between kennels must be of solid construction to a minimum height of 1.2m (4 ft).

- 2.2.4 In new construction, in exercise runs the lower section of partitions in adjoining runs must be of solid construction.

## 2.3 Floors

- 2.3.1 Floors of all buildings, individual exercise areas and kennels, must be of smooth, impervious materials, capable of being easily cleansed and in new kennels must incorporate a damp proof membrane.
- 2.3.2 All floors of kennels and individual exercise areas must be constructed and maintained in such a condition as to prevent ponding of liquids.
- 2.3.3 In new construction floors must be laid to a minimum fall of 1 in 80 leading to a shallow drainage channel or effectively covered deep drainage channel.
- 2.3.4 Communal exercise areas must be suitably drained but need not comply with conditions 2.3.1 and 2.3.2.

## 2.4 Ceilings

- 2.4.1 Ceilings must be capable of being easily cleansed and disinfected.

## 2.5 Doors

- 2.5.1 Kennel doors must be strong enough to resist impact and scratching and must be fitted to be capable of being effectively secured.
- 2.5.2 Where metal bars and frames are used, they must be of suitable gauge (approximately 10-14) with spacing adequate to prevent dogs escaping or becoming entrapped. Where metal edging is used, this must not present a risk of injury to the dog.
- 2.5.3 Door openings must be constructed such that the passage of water/waste is not impeded, or allowed to gather due to inaccessibility.

## 2.6 Windows

- 2.6.1 All windows, which pose a security risk, must be escape proof at all times.

## 2.7 Drainage

- 2.7.1 The establishment must be connected to mains drainage or an approved, localised sewage disposal system.

## 2.8 Lighting

- 2.8.1 During daylight hours light must be provided to exercise and sleeping areas so that all parts are clearly visible. Where practicable this must be natural light.
- 2.8.2 Adequate supplementary lighting must be provided throughout the establishment.

## 2.9 Ventilation

2.9.1 Ventilation must be provided to all interior areas without the creation of excessive, localised draughts in the bedding area.

## 2.10 Maintenance

2.10.1 Maintenance and repair of the whole establishment must be carried out regularly.

# 3. **NUMBER OF ANIMALS**

## 3.1 Number of Dogs Permitted

3.1.1 The maximum number of dogs to be kept at any one time is .....  
**[TO BE DETERMINED BY THE LOCAL AUTHORITY].**

3.1.2 Each dog must be provided with a separate kennel except that dogs from the same household may share a kennel of adequate size with the written consent of the dogs' owner.

3.1.3 Holding kennels may be provided for temporarily kennelling a dog for not more than 24 hours. Holding kennels, if provided, must comply with conditions as required for main kennels. Holding kennels must be a minimum area of 2.3 sq m (25 sq ft).

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

3.1.5 Where stray dogs are accepted by the kennels they must be kept in a separate area away from boarded dogs.

## 3.2 Kennel Size, Layout and Exercise Facilities

3.2.1 For new kennels each kennel must be provided with a sleeping area of at least 1.9 sq m (20 sq ft).

3.2.2 Suitable bedding equipment must be provided which allows the dog to be comfortable and which is capable of being easily and adequately cleaned and sanitised. Such equipment must be sited out of draughts. All bedding material must be maintained in a clean, parasite free and dry condition.

3.2.3 For new kennels each kennel must be provided with an exercise area of at least 2.46 sq m (26 sq ft) (for dogs up to 24 inches high at shoulder) or 36 sq ft for larger dogs, which is separate from the bedding area and exclusive to that kennel, for free use by the dog at all times except at night.

3.2.4 Kennels must have a minimum height of 1.8m (6 ft) to facilitate adequate access by kennel staff for cleaning.

3.2.5 Kennels and exercise areas must open onto secure corridors or other secure areas so that dogs are not able to escape from the premises.

3.2.6 Exercise areas must not be used as bedding areas.

#### **4. MANAGEMENT**

##### **4.1 Training**

4.1.1 A written training policy must be provided. Systematic training of staff must be demonstrated to have been carried out.

##### **4.2 Temperature in Kennels**

4.2.1 Heating facilities must be available in the kennel and used according to the requirements of the individual dog.

4.2.2 There must be some part of the dog's sleeping area where the dog is able to enjoy a temperature of at least 10 °C (50°F).

4.2.3 In isolation kennels there should be a means of maintaining the temperature at a level suitable for the conditions of the dog and dependent on veterinary advice.

##### **4.3 Cleanliness**

4.3.1 All kennels, corridors, common areas, kitchens etc must be kept clean and free from accumulations of dirt and dust and must be kept in such a manner as to be conducive to maintenance of disease control and dog comfort.

4.3.2 Each occupied kennel must be cleansed daily. All excreta and soiled material must be removed from all areas used by dogs at least daily and more often if necessary.

4.3.3 All bedding areas must be kept clean and dry.

4.3.4 Each kennel must be thoroughly cleansed, disinfected and dried upon vacation. All fittings and bedding must also be thoroughly cleansed and disinfected at that time.

4.3.5 Facilities must be provided for the proper reception, storage and disposal of all waste. Particular care should be taken to segregate clinical waste arising from the treatment and handling of dogs with infectious diseases. The final disposal route for all such waste must be incineration.

4.3.6 Measures must be taken to minimise the risks from rodents, insects and other pests within the establishment.

##### **4.4 Food and Water Supplies**

4.4.1 All dogs must be adequately supplied with suitable food. Wholesome water must be available at all times and changed daily.

4.4.2 Eating and drinking vessels must be capable of being easily cleansed and disinfected to prevent cross-contamination. They must be maintained in a clean condition.

4.4.3 Eating vessels must be cleansed after each meal.

4.4.4 Drinking vessels must be cleansed at least once a day.

#### 4.5 Kitchen Facilities

4.5.1 Exclusive facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the dogs.

4.5.2 Where fresh and cooked meats are stored, refrigeration facilities must be provided, and potential food contamination must be avoided.

4.5.3 A sink with hot and cold water must be provided for the washing of food equipment and eating and drinking vessels. A separate wash-hand basin with hot and cold water must be provided for staff use.

4.5.4 Containers must be provided for the storage of foods and shall be so constructed and kept in such good order, repair and condition as to be proof against insects and other pests.

#### 4.6 Disease Control and Vaccination

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

4.6.2 Proof must be provided that dogs boarded or resident have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L. canicola* and *L. icterohaemorrhagiae*) and Canine Parvovirus and other relevant diseases. The course of vaccination must have been completed at least four weeks before the first date of boarding or in accordance with manufacturers instructions. A record that this proof has been supplied must be kept on-site throughout the period that the dog is boarded.

4.6.3 Advice from a veterinary surgeon must be sought in case of signs of disease, injury or illness. Where any dog is sick or injured any instructions for its treatment which have been given by a veterinary surgeon must be strictly followed.

4.6.4 A well stocked first-aid kit suitable for use on dogs must be available and accessible on site.

4.6.5 A suitable range of muzzles of varying sizes and a suitable dog catching device, must be kept on site.



#### 4.7 Isolation

4.7.1 Isolation facilities must be provided.

4.7.2 In existing facilities these isolation facilities must be in compliance with the other boarding requirements but must be separate and physically isolated from the main kennels. This must be a minimum 5m (15 ft). (See also temperature control).

4.7.3 Adequate facilities to prevent the spread of infectious disease between the isolation and other kennels, must be provided.

4.7.4 Hands must be washed after leaving the isolation facilities before visiting the other kennels.

#### 4.8 Register

4.8.1 A register must be kept of all dogs boarded. The information kept must include the following:

- date of arrival
- name of dog, any identification system such as microchip number or tattoo.
- description, breed, age and gender of dog
- name, address and telephone number of owner or keeper
- name, address and telephone number of contact person whilst boarded
- name and address and telephone number of dog's veterinary surgeon
- anticipated and actual date of departure
- health, welfare and nutrition requirements.

4.8.2 The register must be kept readily available for a minimum of 24 months and kept in such a manner as to allow an authorised officer easy access to such information.

4.8.3 Where records are computerised, a back up copy must be kept. The register must also be available to key members of staff of the establishment at all times.

#### 4.9 Identification of Kennels

4.9.1 Each kennel must be clearly marked (e.g. numbered), and a system in place which ensure that relevant information about the dog in that kennel is readily available.

#### 4.10 Supervision

4.10.1 A fit and proper person must always be present to exercise supervision and deal with emergencies whenever dogs are boarded at the premises.

4.10.2 Dogs must be visited at regular intervals, as necessary for their health, safety and welfare.

#### 4.11 Fire Precautions

- 4.11.1 Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies.
- 4.11.2 A proper emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include instructions on where dogs are to be evacuated to in the event of a fire or other emergency.
- 4.11.3 Fire fighting equipment must be provided in accordance with advice given by the Fire Prevention Officer.
- 4.11.4 All electrical installations and appliances must be maintained in a safe condition. There must be a residual current circuit breaker system on each block of kennels.
- 4.11.5 Heating appliances must not be sited in a location or manner, where they may present a risk of fire, or risk to dogs.
- 4.11.6 Precautions must be taken to prevent any accumulation, which may present a risk of fire.
- 4.11.7 There must be adequate means of raising an alarm in the event of a fire or other emergency.

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

***Use of the term 'kennel' refers to combined sleeping and individual exercise areas.***

## **OTHER RELEVANT LEGISLATION**

### **Health and Safety at Work etc. Act 1974**

- i) There is a duty on all employers and employees to ensure safety of themselves, workmates and visitors to the site and contractors. This also extends to the self-employed.
- ii) An "accident book" must be provided to record details of accidents and "near misses". An annual review will indicate how to keep staff safer by introducing safer practices based on experience.
- iii) Regard should be paid to providing safe systems of work for staff, particularly those involved in dog handling.
- iv) An establishment employing more than four people requires a written safety policy.
- v) There is a requirement for a risk assessment to be carried out to identify hazards in the workplace and assess risks, e.g. number of people affected etc, in order to assess any health and safety risk in an objective manner as far as possible.

Legislation is evolving all the time and reference should be made to enforcement authorities for up-to-date advice.

More details will be available from your local authority or from Management of Health and Safety at Work – Approved Code of Practice ISBN 0-11-886330-4 available from HSE Books, tel. no. 01787 881165 (mail order), or other HMSO stockists.

### **Environmental Protection Act 1990**

- i) Under section 34 operators have a "duty of care" to ensure that all waste arising from their premises is disposed of without harm to human health or the environment. They may only pass their waste to registered carriers or appropriately licensed or authorised disposal facilities. The definition of waste is currently under review. Reference to the local authority will help clarify the position with regard to waste material generated from boarding establishments.
- ii) Part III of this Act deals with nuisance. When setting up a boarding establishment, it is most important to consider the potential problem of noise or odour nuisance in order to prevent possible legal action which could lead to closure at a later date.

Environmental Health Officers are able to give further advice and guidance on nuisance problems and related statutory provisions.

Noise emission is often not considered by establishment owners. Monitoring a single dog barking at close range may produce a reading in the region of 95 dB(A). It is important to design and site kennels to minimise any cause of complaint from neighbours. The choice of appropriate materials, and their correct use in design, in terms of preventing noise nuisance is extremely important.

In view of the law allowing noise sensitive premises to be built near kennels, often after the kennel has been built, consideration should always be given to the need to retain noise within site boundaries as much as possible, having regard to local background noise levels.

- iii) The use of incinerators to dispose of animal carcasses may require licensing by your local authority who will advise you regarding the requirements of part 1 of the Environmental Protection Act 1990.

If you use an incinerator you are advised to notify the local authority.

The Environmental Protection Act 1990 places a duty of care on businesses to ensure that waste is disposed of by a registered carrier to an appropriately licensed or authorised disposal facility. Those wishing to dispose of waste on their premises or operate an incinerator may need planning permission, and a waste management licence or authorisation under the Environmental Protection Act 1990. They should seek advice from their local Environmental Services Department. Dog faeces and "sharps" such as needles, scalpels etc, constitute "clinical" waste and are likely to be subject to specific disposal conditions.

#### Electricity at Work Regulations 1989

Apply to every employer or self employed person, and you therefore have a duty to comply with these Regulations ensuring your electrical fittings and equipment are maintained in a safe condition.

In the event of something going wrong, you will be asked to say why you thought the equipment was safe, which means regular testing of fittings is advisable.

#### Control of Substances Hazardous to Health Regulations 1994 (COSHH) – as amended January 1997

- i) These are known as the "COSHH" Regulations. They require you to keep chemical substances on your premises in a safe manner, and to review whether you are able to reduce the number of chemicals used and to see if you are able to use chemicals which are less hazardous in order to do the same job.
- ii) They also deal with zoonoses (diseases transmitted from animals to people, such as Salmonellosis, Toxocariasis and Toxoplasmosis) and you should bring suitable advice on risks and precautions to the attention of your staff, and ensure that they are suitably vaccinated.

For further advice contact your medical practitioner and/or the environmental services department.

### Controlled Waste Regulations 1992

The definition of clinical waste in these regulations includes animal tissue, blood or other body fluids, excretions, drugs or other pharmaceutical products, swabs, dressings or syringes, needles or other sharp instruments which unless rendered safe may prove hazardous to any person coming into contact with it. The Health and Safety Commission's guidance document 'Safe Disposal of Clinical Waste' advises on best practice in the handling and disposal of such waste and you can also seek advice from the Environment Agency Regional Office.

### The Control of Dogs Order 1992 (SI 1992/901)

Every dog whilst in a place of public resort must wear a collar with the name and address of the owner inscribed upon it.

"Public Place" means any street, road or other place (whether or not enclosed) to which the public have or are permitted to have access whether for payment or otherwise and includes the common parts of a building containing two or more separate dwellings.

It should be noted that premises may also be visited from time to time under the Animal Protection Acts, Acts which are principally concerned with animal welfare and the prevention of cruelty.

### Dangerous Dogs Act 1991

The Act prohibits persons from having in their possession or custody dogs belonging to types bred for fighting; it imposes restrictions in respect of such dogs; it enables restrictions to be imposed in relation to other types of dog which present a serious danger to the public; and makes further provision for ensuring that dogs are kept under proper control.