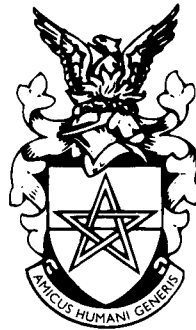


**MODEL LICENCE CONDITIONS AND
GUIDANCE FOR CAT
BOARDING ESTABLISHMENTS**

ANIMAL BOARDING ESTABLISHMENTS Act 1963



**Chartered
Institute of
Environmental
Health**

**WORKING PARTY
REPORT**



Feline Advisory Bureau



**Chartered
Institute of
Environmental
Health**



**ASSOCIATION
OF DISTRICT
COUNCILS**



MODEL LICENCE CONDITIONS AND GUIDANCE FOR CAT BOARDING ESTABLISHMENTS

ANIMAL BOARDING ESTABLISHMENTS ACT 1963

PUBLICATION SPONSORED BY:

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OCTOBER 1995



**Chartered
Institute of
Environmental
Health**

Model Licence Conditions and Guidance for Cat Boarding Establishments

A Report based on the work of the CIEH Animal Boarding Establishments Working Party published in 1993, as amended by discussions with the British Veterinary Association (BVA), British Small Animal Veterinary Association (BSAVA), Feline Advisory Bureau (FAB), Pet Trade and Industry Association (PTIA) and the Association of District Councils (ADC).

This document has been prepared in the best interests of animal welfare and to improve cattery management. No liability rests with the contributing bodies for circumstances arising out of the application of conditions contained within.

**Published by: The
Chartered Institute
of Environmental
Health**

ISBN 0 900103 52 3

**The CIEH is a
Registered Charity**

Chadwick Court
15 Hatfields
London
SE1 8DJ
Tel: 0171 928 6006

Printed on recycled
paper

© CIEH October 1995

THE CHARTERED INSTITUTE OF ENVIRONMENTAL HEALTH

Founded in 1883, the Chartered Institute of Environmental Health (CIEH) is a professional and educational body, dedicated to the promotion of environmental health and to encouraging the highest possible standards in the training and the work of environmental health officers.

The Institute has over 9,000 members, most of whom work for local authorities in England, Wales and Northern Ireland. Apart from providing services and information to members, the Institute also advises government departments on environmental health and is consulted by them on any proposed legislation relevant to the work of environmental health officers.

The Institute received its Royal Charter in 1984.

Sponsorship from the Feline Advisory Bureau for publication was dedicated as a tribute to Sophie Hamilton-Moore who died during 1995.

Printed by
The Chameleon Press Limited
5-25 Burr Road
London SW18 4SG

FOREWORD

Following the passing of the Animal Boarding Establishments Act 1963, the BVA published guidance in the 1970s and again in the 1980s¹ on appropriate conditions to be applied in the licensing of animal boarding establishments. The comments in their 1985 document are still relevant:

"Historically local authorities were recommended to grant licences to premises of sub-standard nature conditional upon the recommended standards being met by a specified date but not later than 1 January 1980. In practice in many instances it has proved impossible to raise the standards of such premises after the initial issue of licences. Concurrently a greater number of premises are now being offered for inspection prior to the granting of licences for the boarding of cats and dogs and no reason can be seen for granting licences to any premises which fail to meet current standards in any major respect."

Animal boarding establishments fulfil a public need. The public have a right to expect that all premises satisfy basic standards relating to the health, welfare and safety of the animals boarded. Establishment owners should know the minimum standards they must attain. The licensing authority should apply the standards sensibly and appropriately.

The continuing task for local authorities, veterinary professionals and the trade is to raise standards of health, safety and animal welfare in such establishments. The conditions contained in this booklet have been agreed by relevant bodies involved in the provision and control of such establishments. The contents represent the minimum standards to be applied in order to achieve that goal.

GRAHAM M JUKES

Chairman

¹ Animal Boarding Establishments Act 1963 - A Guide for District Authorities and their Veterinary Inspectors, BVA 1985

ACKNOWLEDGEMENTS

This booklet is based on the original work of the Institution of Environmental Health officers (IEHO), now The Chartered Institute of Environmental Health (CIEH) Animal Boarding Establishments Working Party, which reported in 1993.

The original Members of the CIEH Animal Boarding Establishments Working Party were:

Graham Bell (Corresponding member)	Wigan Metropolitan District Council
Chris Evans	North Hertfordshire District Council
Tina Garrity	CIEH
Lou Leather (Chairman)	Wood Green Animal Shelters
Cathy McKenzie	CIEH
Andy Piper	Borough of King's Lynn and West Norfolk
Mike Reed	Eastleigh Borough Council

In the former publication, acknowledgements were given to the following organisations for their assistance in its production.

British Small Animal Veterinary Association	(BSAVA)
British Veterinary Association	(BVA)
Department of the Environment	(DoE)
Feline Advisory Bureau	(FAB)
Home Office	(HO)
National Dog Warden Association	(NDWA)
Royal Society for Prevention of Cruelty to Animals	(RSPCA)

This revised booklet is the result of further discussions and deliberations by the following:

Deborah Wood	Association of District Councils (ADC)
John Dalton	(BSAVA)
Paul DeVille	(BVA)
Graham Jukes	(CIEH)
Lou Leather	(CIEH)
Andy Piper	(CIEH)
Caryl Cruickshank	(FAB)
Diana Cruickshank	(FAB)
David Cavill	(PTIA)
Barry Huckle	(PTIA)

The Chartered Institute is grateful to the following sponsors whose generous financial contribution has enabled the publication to be distributed initially without charge.

Firmfix (Manufacture) Ltd
Wood Green Animal Shelters
Parasol Animal Housing Ltd
The Chartered Institute of Environmental Health
Feline Advisory Bureau (Sophie Hamilton-Moore Trust)
Pet Trade and Industry Association
Pedigree Petfoods
Spillers Foods

CONTENTS

	Page	
1	INTRODUCTION	1
	1.1 Application of Conditions	2
2	LICENCE DISPLAY	3
	2.1 Display	3
3	CONSTRUCTION	5
	3.1 General	5
	3.2 Walls	6
	3.3 Floors and Concrete Bases	6
	3.4 Ceilings and Roofing	7
	3.5 Doors	7
	3.6 Windows	7
	3.7 Drainage	8
	3.8 Lighting	8
	3.9 Ventilation	8
4	NUMBERS OF ANIMALS	9
	4.1 Number[s] of Cats Permitted	9
	4.2 Unit Size, Layout and Exercise Facilities	9
5	MANAGEMENT	11
	5.1 Training	11
	5.2 Temperature in units	11
	5.3 Cleanliness	12
	5.4 Food and Water Supplies	13
	5.5 Food Preparation Areas and Kitchen Facilities	13
	5.6 Disease Control and Vaccination	14
	5.7 Isolation	15
	5.8 Register	15
	5.9 Identification of Units	16
	5.10 Supervision	16
	5.11 Fire Precautions	16
6	OTHER RELEVANT LEGISLATION:	18
	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	

1 INTRODUCTION

Local Authorities issue licences to proprietors of boarding catteries 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 the cats are kept in accommodation suitable in respect of construction, size, temperature, ventilation and cleanliness;
- ii) that boarded cats are adequately supplied with food and drink, and are visited at suitable intervals;
- iii) that the cats 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.

In 1993, The Chartered Institute of Environmental Health (CIEH) published comprehensive guidance and model licence conditions to ensure that a consistent approach was maintained in the issuing of licences and the enforcement of the legislation by local authorities.

Following the publication of the guidance and model conditions it became apparent that the conditions were being applied by some local authorities too rigidly and without due regard to the detailed guidance notes which, in the original document, were separated from the model conditions. The Guidance Notes provided a detailed explanation for the conditions and provided a framework for a consistent approach while allowing freedom of interpretation and flexibility to be applied by the licensing authorities in accordance with local circumstances.

A working group consisting of CIEH, Association of District Councils (ADC), British Veterinary Association (BVA), British Small Animal Veterinary Association (BSAVA), Feline Advisory Bureau (FAB) and the Pet Trade and Industry Association (PTIA) met to consider changes in the format of the guidance and model conditions based on the CIEH's original work in order to improve the readability, interpretation and consistent application of the document. This booklet and its companion volume dealing with dog boarding establishments contains the model conditions and guidance together with additional information which will be of value to both the industry and enforcement officers.

It should be stressed that the aim of licence conditions is to ensure high standards of animal care and health and safety are maintained in animal boarding establishments. If variations to the model conditions are made, local authorities should bear in mind that the principal aim must still be met.

In new establishments, there is an expectation that all appropriate conditions should be met as a basic minimum standard. In existing establishments taking into account local circumstances, it is accepted that some of the conditions may need to be phased in over a period of time by agreement between the establishment owner and the local authority in which case a licence, subject to an agreed scheme of works and a suitable realistic timescale for implementation, should be issued.

Where appropriate and as necessary, the local authority should seek the advice and assistance of a veterinary surgeon.

For ease of reference and application, the model conditions have been set out in the text in bold type with notes appended adjacent in italics giving additional information.

Throughout the text and as a licence condition the following applies:

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

Use of the term 'unit' relates to combined sleeping and individual exercise areas.

2 LICENCE DISPLAY

The principal legislation dealing with Animal Boarding Establishments is the Animal Boarding Establishments Act 1963 which addresses the areas to be covered by the licence relating to animal welfare and management. It is essential that consumers and those responsible for premises management are aware of the licence conditions:

LICENCE DISPLAY

2.1 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.

Notes: If displayed externally the licence and its conditions should be protected from the weather. Preferably the licence should be displayed in the reception area.

The number of cats for which the premises is licensed, the number of isolation and holding units must be specified on the licence. Guidance to their numbers are found in the notes below.

Other legislation and issues to be taken into consideration by cattery owners are:

INSURANCE

Notes: Adequate insurance indemnity should be arranged by the operator of the premises. This should be maintained at a sufficient level to cover the maximum number of cats boarded. Several companies offer policies specific to animal boarding establishments. Details are often advertised in pet publications.

Proprietors of animal boarding establishments are able to ensure purely the liability aspect by taking out third party liability cover. In addition, you can insure against veterinary fees for accident and illness, death from accidents, death from illness and loss from theft and straying. You must insure against public liability.

Employers Liability Insurance is mandatory for boarding establishment owners who employ staff. Employers Liability (Compulsory Insurance) Act 1969.

Certificates of insurance must be prominently displayed.

STAFF FACILITIES

Notes: Staff should be adequately trained in the safe handling of cats, emergency procedures to be followed, and all other aspects of the licence conditions which are pertinent to their work.

Adequate toilet and washing facilities must be available for staff in accordance with health and safety requirements.

An adequate First Aid Kit must be available for staff use.

Staff should also be regularly vaccinated against Tetanus.

ESTABLISHMENTS RECEIVING BOTH CATS AND DOGS

Notes: When the granting of the licence is being considered by the local authority, there will be a presumption against cats and dogs being kept within sight of each other, unless good reason can be made otherwise. [See companion booklet on model licence conditions and guidance for dog boarding establishments.]

In consideration of "Good Reasons" existing facilities and management must be taken into account.

3 CONSTRUCTION

3.1 GENERAL

3.1.1 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.

Notes: The conversion of existing buildings should be discouraged. Experience has shown that they may be more expensive to adapt and less efficient to operate.

Application for building works may well require approval from the building control department and/or planning department.

The purpose of the plan is to aid interpretation of the conditions applied.

3.1.2 All new units must be built on a concrete base with a damp proof membrane to Building Regulation standards. This should have a minimum fall of 1 in 80. (see - 3.3.2)

An approved plan need not be a detailed surveyors drawing. A site plan to scale of the whole site including domestic/staff accommodation will suffice.

The interior and exterior of the buildings should be kept in good decorative order and repair. Outer paths, gardens, exercise areas and general surroundings must be kept to a good, clean, presentable condition. Failure to comply with this recommendation may be a consideration in any decision by the local authority to withdraw the licence for any reason.

3.1.3 All exterior wood must be smooth and properly treated against wood rot. Only products which are not toxic to cats may be used.

A safe system of work must ensure correct use of chemicals and materials used in the cattery and must include constructional details suitable to reduce the spread of infection, disease and contamination.

3.1.4 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.

Materials used in construction must not contain chemicals harmful to cats. For example, phenol or creosote. Consideration should also be given to providing suitable finishes and adequate thermal insulation, which should be fireproof.

3.1.5 Sleeping areas of units must be so insulated as to prevent extremes of temperature.

Where galvanised welded mesh is used the wire diameter must not be less than 1.60mm (16 gauge welded mesh) excluding any covering and mesh size must not exceed 2.5 cm (1").

3.1.6 Fencing material must be secure and safe.

Units may be of different construction, eg full-height houses, half-height penthouses or similar. Units may also be of the ideal outdoor type or indoor units, either built within an existing building (eg a barn) or purpose built as an indoor cattery. Wherever possible, such indoor units should be provided with an outdoor exercise area. Units may also be constructed in a roundel, ie. individual units entered from a circular central area. If correctly constructed and managed to the following specifications, all these will provide better conditions for boarded animals, improved hygiene and safer systems of work.

3.1.7 The construction must be such that security of the cat is ensured.

In designing a building conversion to be used as a cattery, consideration should be given to providing a window with a shelf underneath, within the sleeping quarters, as cats are great spectators.

3.1.8 All areas to which cats have free access must be roofed. (See - 3.4.2)

Ideally, in outdoor construction, there should be a 0.65 m. (2') gap between individual units as the resultant air-flow lessens the risk of cross-infection. In the absence of this gap, a full-height sneeze barrier between units is required. (See 3.2.3)

The whole point of hygienic and safe practice is to provide easy to clean surfaces.

3.2 WALLS

3.2.1 The walls with which cats 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, they must be sealed to be as smooth, impervious and be resealed as necessary.

3.2.2 Junctions between vertical and horizontal sections should be covered. If impractical in existing premises, these joints must be sealed.

3.2.3 Full length sneeze barriers must be provided where the gap between units is less than 625 mm (2ft).

Notes: Suitable materials for the construction of partition walls would be properly surfaced brick/block constructions, moulded plastic, glass reinforced plastic (GRP), pre-formed plastic-surfaced board etc. Sealing refers to the use of a proprietary water proofing agent for sealing the wall against damp-penetration. Under certain circumstances, sealing of brickwork can only be achieved by rendering prior to sealing.

Current best building practice should be followed when providing coving for junctions between vertical and horizontal sections.

A sneeze barrier is particularly effective in controlling droplet infection, which is the commonest disease problem in catteries.

For sneeze barriers it is preferable to use translucent GRP sheeting or high impact glass or similar, which allows some transmission of light. Where a full height sneeze barrier is provided it will be necessary to ensure ventilation works effectively. A gap between units is not mandatory. If incorporated in new buildings this gap must be a minimum of 625 mm (2ft).

If there is no gap a sneeze barrier must be provided to a minimum height of 1.2 m (4 ft). If a shelf is provided the barrier must be extended to a minimum of 0.5 m above the shelf and at least 150 mm beyond the shelf within the exercise area.

All wooden construction or framework should stand on non-absorbent (eg plastic) blocks to prevent damage to the wood.

3.3 FLOORS AND CONCRETE BASES

3.3.1 The concrete base and floors of all buildings and units, must be of smooth, impervious materials, capable of being easily cleansed. In new catteries, this must incorporate a damp proof membrane.

3.3.2 Floors of all units and individual exercise areas must be constructed and maintained in such a condition as to prevent ponding of liquids. (See Condition 3.1.2)

3.4 CEILINGS AND ROOFING

3.4.1 Ceilings must be capable of being easily cleansed and disinfected.

3.4.2 All exercise areas and the safety passage should be covered with mesh and

Notes: When roofing the exercise area consideration should be given to installing translucent ceiling material capable of filtering UV light and providing adequate shade.

Where indoor units are provided, particularly within converted outbuildings, consideration should be given to ease of cleaning.

impermeable material, a proportion of which must be translucent.

energy conservation, wildlife access, lighting and ventilation. It is therefore advisable to have a ceiling height of as close to 1.8 m (6 ft) as possible. Where this is not practicable a higher ceiling may be permitted provided it meets the requirements of the condition.

3.5 DOORS

3.5.1 Doors must be strong enough to resist impact and scratching and must be fitted to be capable of being effectively secured.

Notes: For ease of working consideration should be given to the gates to exercise areas and doors to sleeping areas opening outwards.

3.5.2 Where metal edging is used, this must not present a risk of injury to the cat.

A cat-flap should be provided in the door to the sleeping compartment to permit easy access to the exercise area. This flap should be closed at night. In catteries of penthouse construction where the litter tray is left outside at night, a swing flap should be used to prevent excessive heat loss in colder weather.

3.5.3 Adequate constructional precautions must be taken to prevent and control the spread of infectious disease particularly by droplet infection.

In an indoor cattery, there should also be a solid, full-height door between the sleeping compartment and the exercise area to permit staff access from the exercise area to the central corridor through the sleeping compartment. It is advisable to have a cat flap in this door in order to conserve energy.

In new units, the solid doors between units and the central corridor must have an adequate viewing panel to permit inspection of the whole area.

In an indoor cattery the danger of infection from shared air supply is heightened. Effective barriers to prevent cross-infection should be in place, ie solid doors, partitions and ceilings.

3.6 WINDOWS

3.6.1 All windows which pose a security risk must be escape proof at all times.

Notes: Windows when a security risk must be protected by welded mesh, or be made of reinforced glass, polycarbonate or other impact resistant material.

In designing a building conversion to be used as a cattery, consideration should be given to providing a window, with a shelf beneath it, within the sleeping quarters, as cats are great spectators.

Each sleeping compartment should have its own window, with a shelf beneath it, to allow natural daylight into the unit and to permit the cat to look out.

3.7 DRAINAGE

3.7.1 Kitchens must be connected to mains drainage or an approved, localised sewage disposal system.

3.8 LIGHTING

3.8.1 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.

3.8.2 Adequate supplementary lighting must be provided throughout the establishment.

Notes: Wherever practicable, each unit should have a source of natural light, both to the exercise and to the sleeping compartments.

Natural and artificial lighting must be of sufficient standard to enable efficient working after daylight hours.

3.9 VENTILATION

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

Notes: Draughts can be the outcome of ventilation provided for animal health. Heating can equally be removed by ventilation. A balance is necessary between adequate ventilation and the unnecessary removal of warm air.

Ventilation is important as an aid to disease control, a protection against smell accumulation, and prevents excessive humidity of the atmosphere. High humidity should be avoided.

Siting of the bed is an important consideration. Providing a bed with adequate protective sides to allow the cat "depth" to seek protection, together with efficient individually controlled heating, are considerations in protecting the cat.

Moulded polypropylene beds which can be easily cleaned and disinfected are useful here.

4 NUMBERS OF ANIMALS

4.1 NUMBER OF CATS PERMITTED

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

Notes: The number of cats permitted relates to the number and size of the units and must be stipulated clearly on the front sheet of the displayed licence. The decision regarding the number of cats, as well as considering unit size and numbers, will take into account the effectiveness of site management.

4.1.2 Each cat must be provided with a separate unit except that cats from the same household may share a unit of adequate size with the written consent of the cats' owner.

Cats from the same family who normally live together may prefer to share a unit. It is a requirement that operators obtain written authorisation from the cat owner before unit sharing is allowed. Where sharing occurs, the cats must be provided with separate beds.

4.1.3 Holding units may be provided for temporarily boarding a cat for not more than 24 hours. Existing holding units must have a minimum floor area of 9 sq ft. In new construction the floor area must be a minimum of 12 sq ft. Holding units must have a minimum height of (0.9 m) 3ft.

Holding Units - The number of holding units provided should be agreed between the cattery proprietor and the local authority and noted on the licence. In general, holding units should constitute not more than 25% of the total number of residential units.

The use of holding pens should be kept to a minimum.

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

It is strongly recommended that any collars or flea collars be removed while cats are being boarded as fatal accidents regarding these have been known to occur.

4.1.5 Where stray cats are accepted by the cattery they must be kept in a separate area away from boarded cats.

4.2 UNIT SIZE, LAYOUT AND EXERCISE FACILITIES

4.2.1 In new construction each unit must have a sleeping area and an adjoining exercise area, which is exclusive to that unit.

Notes: In existing units, the size requirements for units should be phased in over a number of years after consultation between the cattery owner and the local authority taking into account local circumstances.

During cattery construction, it is necessary to use an appropriate design and correct materials to ensure energy conservation and to minimise discomfort to the cat.

4.2.2 In new construction each unit must be provided with a sleeping area of at least 0.85 sq m (9 sq ft) for one cat, 1.5 sq m (16 sq ft) for two cats, 1.85 sq m (20 sq ft) for up to four cats.

The sleeping area may be at ground level or in the form of Penthouses (raised sleeping areas). These latter must be a minimum of 3ft above floor level with a maximum depth of 3ft 6 inches.

Units may be designated as suitable for a specific number of cats, greater than 4, at the discretion of the licensing authority.

All exercise areas must be covered with welded mesh and roofed with a translucent material capable of filtering UV light and providing adequate shade.

4.2.3 Units must have a minimum internal height of 1.8 m (6 ft).

It is strongly recommended that, in new units, the minimum floor area of the sleeping area be 1.5 sq m (16 sq ft) as this allows greater flexibility in usage ie, one or two cats may be boarded in all chalets.

4.2.4 The height of the sleeping area must be at least 3 ft (91 cm) in existing and 4 ft (1.22 m) in new build.

4.2.5 Suitable bedding must be provided which allows the cat to be comfortable and which is capable of being easily and adequately cleaned and disinfected. Such equipment must be sited out of draughts. Bedding material must be checked daily and must be maintained in a clean, parasite-free and dry condition.

4.2.6 In new construction each unit must be provided with an exercise area of at least 1.7 sq m (18 sq ft) for a single cat; 2.23 sq m (24 sq ft) for two cats; 30 sq ft for up to 4 cats.

4.2.7 Units must open onto secure corridors or other secure areas so that cats are not able to escape from the premises.

4.2.8 Exercise areas must not be used as sleeping areas.

4.2.9 There must be direct and voluntary access to the exercise area.

Where galvanised welded mesh is used, the wire diameter must not be less than 1.60mm (16 gauge welded mesh) excluding any covering. The mesh size must not exceed 2.5 cm (1').

All main entrance gates must be lockable.

Communal exercise areas: New communal exercise areas must never be permitted because of the risk of disease spread and fighting. Where they do exist, they must be phased out as an immediate priority.

The relevant sizes of units and number of cats in occupation in summary are as follows:

<u>No of Cats</u>	<u>Size of Sleeping Area</u>	<u>Size of Exercise Area</u>
1	9 sq ft	18 sq ft
2	16 sq ft	24 sq ft
4	20 sq ft	30 sq ft

Greater than 4: the size required will be subject to the agreement and discretion of the licensing authority.

It is strongly recommended that, in new units, the minimum floor area of the sleeping area be 1.5 sq m (16 sq ft) as this allows greater flexibility in usage ie, one or two cats may be boarded in all chalets.

Adverse Weather: In adverse weather conditions the responsible person must decide whether or not cats are given free access to their exercise area.

5 MANAGEMENT

5.1 TRAINING

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

Notes: The licensee must formulate a written training policy for permanent, part time and seasonal workers. The following are regarded as essential topics to be covered in the programme:

*Animal Welfare
Cleanliness and Hygiene
Feeding and Food Preparation
Disease Control
Recognition and Treatment of Sick Animals
Health and Safety
Emergency Procedures*

Transportation of Animals

All vehicles used by the establishment for the transportation of cats should be regularly serviced and kept clean. Suitable carrying baskets or containers for the safe transportation of cats must be used. All vehicles must be secure and should not be left unattended when transporting a cat.

5.2 TEMPERATURE IN UNITS

5.2.1 Heating facilities must be available in the unit and used according to the requirements of the individual cat.

Notes: Many units have been built without proper concern for the welfare of the cat. The materials used in construction or the lack of sufficient insulation may not offer adequate protection against seasonal temperature variations.

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

There will be periods in the year where ambient external temperatures will cause temperatures to fluctuate above or below the recommended levels. If the higher temperature is exceeded due to structural shortcomings rather than normal ambient temperature then artificial means of counteracting this high temperature should be introduced.

5.2.3 In isolation units, there should be a means of maintaining the temperature at a level suitable for the conditions of the cat and dependent on veterinary advice.

Where temperatures lower than indicated are reached, it may be more economical to provide localised sources of heat. The use of individually thermostatically controlled infra-red dull emitters is recommended. Ambient air in the bedding area should be kept at least 10°C (50°F). Heated beds may also be used, provided these are maintained in a safe condition. Convalescing or elderly cats may require higher ambient air temperatures.

The temperature of the isolation units should not be allowed to fall below 15.5°C (60°F) generally, unless specific advice is given to the contrary by the Veterinary Surgeon.

The difficulty of providing maximum temperature levels is acknowledged. 26°C (79°F) is a realistic temperature which should not be exceeded in normal circumstances.

It is important to remember that a minimum temperature of 10°C (50°F) is required in the bedding area and if inadequate attention has been given to construction and insulation it will be necessary to use additional heating and thereby increase running costs.

Failure to provide additional heating will cause cats to suffer. Particular attention should be paid to design and construction. Geographical orientation is also relevant. Aspect affects temperature and it is often difficult to maintain adequate temperature with north facing openings. Correct attention to orientation of the unit will allow maximum use of natural light.

Similarly in summer temperatures, poorly insulated exteriors will allow internal temperatures to build up (similar to car interiors) to excessive levels. Even with additional ventilation the cats will suffer.

Some summer temperatures will naturally exceed 26°C (79°F). Inadequate construction or ventilation of the units must not be an excuse to allow unnecessarily high temperatures being attained.

Where temperatures are likely to rise above the maximum levels specified in the notes there should be some means of mechanical or automatic cooling/ ventilation.

A safe system of heating must be provided so that risks of electrocution and burning are avoided. Open flame appliances must not be used.

Maintenance and repair of the whole establishment must be carried out regularly to achieve the requirements listed above.

5.3 CLEANLINESS

5.3.1 All units, 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 cat comfort.

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

5.3.3 All bedding areas must be kept clean and dry.

5.3.4 Suitably sited litter trays, which are easy to clean and impermeable, must be provided at all times. These must be emptied and cleansed at least once a day and as necessary at any time during the day if found to be unduly soiled. A suitable material for litter must be provided.

5.3.5 Each unit must be thoroughly cleansed, disinfected and dried upon

Notes: Arrangements must be made with the Waste Collection Authority or other waste management contractor authorised for the purposes of the duty of care, under the Environmental Protection Act 1990, for the removal of other wastes from the establishment.

Sawdust or soil are not considered to be suitable litter material.

Cleaning and Disinfection

There are a range of alternative cleansing regimes.

Basically, the regime should include:

- 1 Removal of bed, litter tray and all removable fittings
- 2 Wash down, rinse and dry
- 3 Apply disinfectant to manufacturer's stated instructions
- 4 Allow to dry.
- 5 Cleanse and disinfect all fittings.

The use of detergent and water will "wash down".

There is little point in putting down disinfectant only to wash it away in a short period of time. Bacteria, viruses and fungi can be controlled by using a suitable disinfectant.

Care should be taken to ensure the compatibility of different bactericides, fungicides and virucides if used together.

Great care should be taken when using any chlorine based chemical, eg bleach. (See notes on COSHH)

vacation. All fittings and bedding must also be thoroughly cleansed and disinfected at that time.

5.3.6 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 cats with infectious diseases. The final disposal route for all such waste must be incineration.

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

5.4 FOOD AND WATER SUPPLIES

5.4.1 All cats must be adequately supplied with suitable food. At least two meals a day must be offered at approximately 8 hours apart. Wholesome water must be available at all times and changed daily.

5.4.2 Eating and drinking vessels must be capable of being easily cleansed and disinfected and must be maintained in a clean condition. Disposable eating dishes may be used.

5.4.3 Eating vessels must be cleansed or disposed of after each meal.

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

5.5 KITCHEN FACILITIES

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

5.5.2 Where fresh and cooked meats are stored, refrigeration facilities must be

provided, and food contamination must be avoided.

There is a balance between the cat enjoying a known environment and introducing infection and infestation in wickerwork baskets and old clothing/bedding etc. Staff handling between units further increases the risk of disease spread. While owners' own baskets and bedding may help a cat to settle, particularly during its first stay in boarding conditions, their use should be discouraged as there is no immediate control over cleanliness and parasite transmission.

Where such bedding is provided, the operator must ensure that it is clean and parasite free.

The use of scratching posts, sit boxes, etc is quite acceptable although care should be taken to ensure that the post is properly fixed and frequently replaced.

Notes: Cats should be fed to a standard compatible with the maintenance of health. Inspectors will observe the general nutritional status of the cats and the type and quality of food in store and in the process of preparation. If necessary, a veterinary surgeon should be called in to advise. Bear in mind cats will usually be fed in accordance with the instructions of the owner.

Food should not be left for excessive periods within the unit in order to avoid smells and flies. More food and water may be required for old or young cats. No food should be left outside at night.

Disposable eating dishes, although expensive, are recommended as hygienic since they cannot transmit infection and are a saving of time and labour since they are immediately disposable. Expanded polystyrene is not a suitable material for this use.

Notes: Kitchen facilities must be provided in an area separate from the domestic facilities. No household or boarded animals should ever enter this area.

5.5.3 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 also be provided for staff use.

5.5.4 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.

5.6 DISEASE CONTROL AND VACCINATION

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

5.6.2 Proof must be provided that cats boarded or resident have current vaccinations against Infectious Feline Enteritis, feline respiratory disease 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 cat is boarded.

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

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

Notes: "Other relevant diseases" allow for the insertion of diseases which may be as yet unknown but which may be regarded as important in future or which may be added according to circumstance eg. chlamydia.

Four weeks is the maximum time for all current vaccines to become fully effective. A shorter time is acceptable if suitable veterinary evidence is provided, based on manufacturer's instructions. Feline respiratory disease includes herpes virus and calici virus.

It is important that there are facilities and procedures for cleansing and disease control and that staff are familiar with the procedures and understand what action to take in the event of an outbreak of disease.

Phenolic disinfectants should not be used around cats and cats should be kept dry during cleaning of enclosures.

If there is evidence of external parasites (fleas, ticks etc) the cat should be thoroughly combed with a flea comb. It may then also be treated with a proprietary insecticide except where a long-acting topical insecticide has already been administered.

If there is evidence of internal parasites the advice of a veterinary surgeon should be sought.

All insecticides, disinfectants etc should be used strictly in accordance with the manufacturers instructions, and hazard sheets kept for staff which explain the precautions to be taken by the user.

The first-aid kit for use on cats must be kept well stocked at all times. Advice on contents should be available from the establishment's veterinary surgeon.

It is important to consider procedures to be carried out in case of death or escape. All staff should be made fully aware of these procedures. They will also help to reassure owners that the establishment acted correctly in that situation. Any cat that has died on the premises must be referred to a veterinary surgeon and the licensing officer of the local authority must be informed. A

veterinary practice should be appointed for the establishment. The name, address and telephone number of the establishment's veterinary surgeon must be displayed in a prominent position in a public area. The 24 hour telephone contact number of the veterinary surgeon used by the establishment should be displayed in a suitable place, close to the telephone and accessible to all members of staff.

5.7 ISOLATION

5.7.1 Isolation facilities must be provided.

5.7.2 In existing catteries these isolation facilities must be in compliance with the other boarding requirements but must be separate and physically isolated from the main units. This must be a minimum 3 m (10 ft). (See also temperature control.)

5.7.3 Adequate facilities to prevent the spread of infectious disease between the isolation unit and other units, must be provided.

5.7.4 Hands must be washed after leaving the isolation facilities before visiting the other units.

5.8 REGISTER

5.8.1 A register must be kept of all cats boarded. The information kept must include the following:

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

Notes: Isolation facilities must be provided at the rate of at least 1 isolation unit for up to 30 units and pro rata above that. The number should be noted on the Licence.

Isolation facilities must be used where the presence of infectious disease is suspected. Where stray cats are accepted by the cattery, they must be kept in a separate area away from boarded cats. Isolation facilities must only be used for this purpose in exceptional circumstances ie where stray intake is minimal.

In isolation units there must be a means of maintaining the temperature at a level suitable for the condition of the cat and dependant upon veterinary advice. Extremes of temperature in the isolation unit must be avoided and the temperature not allowed to fall below 15°C (60°F).

Protective clothing and equipment, for use only in the isolation facility, must be used to reduce the spread of infection.

In new build isolation facilities separated 10 m from the main units must be provided.

Notes: Computerised, loose-leaf, index card and book register systems are acceptable. If a book register is used, pages must be consecutively numbered. Records of the owner's agreement to share may be kept on a separate form if a computerised system is used.

It is strongly urged that the establishment introduce formal boarding agreements, stating clearly the responsibilities of both parties during the duration of the boarding. The Licensing Officer of the local authority will consider the details recorded in the register together with the actual facts observed.

Owners should be encouraged to sign an authorisation for veterinary treatment.

5.8.2 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.

5.8.3 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.

5.9 IDENTIFICATION OF UNITS

5.9.1 Each unit must be clearly marked (eg numbered), and a system in place which ensures that relevant information about the cat in that unit is readily available.

Notes: An alternative system of identification can be used with the approval of the Licensing Authority, providing the system in use meets the criteria for identification and information provision for each cat and is readily accessible and easy to use.

The system of identification of units must be capable of containing relevant information such as feeding habits and frequencies, medicinal treatments, etc. If identified on the unit, it must not obscure the primary information. If additional information is stored electronically or manually away from the unit, the information must be readily and easily accessible.

5.10 SUPERVISION

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

Notes: Suitable intervals for visiting means intervals of not less than four hours, starting at 8.00 am, until 6.00 pm. A late evening visit, between 9 pm and midnight, is strongly recommended to check the welfare of the cats and that the heating is working.

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

5.11 FIRE PRECAUTIONS

5.11.1 Appropriate steps must be taken for the protection of the cats in case of fire or other emergencies.

5.11.2 A proper emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include instructions to where cats are to be evacuated to in the event of a fire or other emergency.

Notes: It is recommended that plans and details of the establishment are logged with the police and fire authorities. Fire protection advice must be sought from the Fire Prevention Officer regarding appropriate fire extinguishers and their correct siting, fire drills, fire escapes, etc. and implemented. The general maxim of "people first" in the event of fire is good advice.

5.11.3 Fire fighting equipment must be provided in accordance with advice given by the Fire Prevention Officer.

Where rebuilding or providing new buildings, the Fire Prevention Officer will give advice on fireproofing requirements.

The advice given by the Fire Prevention Officer should be in writing and particular regard should be given to the safe storage

5.11.4 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 units.

of inflammable substances. Staff should know how to use the fire extinguishers. It is also advisable to install smoke detectors. Electric wiring within the units must be protected against damage by cats.

5.11.5 Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to cats.

Cats should not have direct access to open flame heating devices.

5.11.6 Precautions must be taken to prevent any accumulation which may present a risk of fire.

5.11.7 There must be adequate means of raising an alarm in the event of fire or other emergency.

6. 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 had to providing safe systems of work for staff, particularly those involved in handling problem cats.
- 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, eg 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. 0797 881165 (mail order)

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 problems of noise and 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.

- 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.

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 Waste Regulation Authority or Environmental Health Department.

Cat 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 1988 (COSHH)

- 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 health 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 local Waste Regulation Authority' or the Environment Agency Regional Office (to be formed in 1995).

