CYNGOR GWYNEDD

POLLUTION CONTROL & LICENSING SERVICE

ANMAL BOARDING ESTABLISHMENTS ACT 1963

LICENSING CONDITIONS AND GUIDANCE FOR DOG BOARDING KENNELS

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1. General Conditions

Licence Condition	Guidance
1.1 Licence Display **a.** A copy of the licence and its conditions must be suitably displayed to the public in a prominent position at the boarding establishment.	
1.2 Authority Approval **a.** No animals other than dogs are to be boarded within the licensed facilities without the written approval of the local authority. **b.** Stray dogs must not be boarded without the written approval of the local authority.	It is advisable that licensees inform potential clients that a stray facility is operated at the establishment.

2. Accommodation & Environment

Dogs must be kept in accommodation that is appropriate for construction, size of quarters, bedding, exercising facilities, temperature and heating, lighting, ventilation, cleanliness, and waste disposal.

Licence Condition	Guidance
2.1 Construction **a.** No buildings or accommodations other than those detailed on the approved plan, that is attached to your licence must be used. **b.** The establishment must, at all times be laid out and operated in accordance with an approved plan. **c.** Before carrying out any alterations, plans must be submitted to and approved by the local authority. **d.** Any new accommodation must not be used until approved by the licensing authority. **e.** All internal surfaces used in the construction of walls, floors, partitions, doors and door frames must be durable, smooth and impervious and easily cleansed. **f.** Wood must not be used in the exposed construction of walls, floors, partitions, in the dog kennelling area. **g.** Where wood has been used in existing construction it must be faced with a durable, smooth, impervious material other than paint. There must be no projections liable to cause injury. **h.** Partition walls between kennels must be of solid construction to a minimum height of 1.1m. **i.** Floors of all buildings, exercise areas and kennels, must be of smooth, impervious materials, capable of	The approved plan is the “layout” diagram included with your annual licence. All licensees are strongly advised to seek guidance as to any possible planning permissions that may be required in respect to ‘change of use’ of existing buildings or the construction of new buildings. The issue of a licence does not grant any type of planning consent. Kennels and buildings should be designed in such a way as to reduce noise. Due consideration of the high sensitivity of dogs to high frequency noise should be incorporated into the design where necessary. The design of the kennel should ensure that every dog is provided with continual access to a comfortable, dry, draught-free, clean and quiet place to rest. Design should consider geographical orientation e.g. north-facing kennels may be more difficult to heat. Correct orientation of the kennel will allow maximum use of natural light. Partition walls of solid construction to a minimum height of 4’ are required as sneeze/contact barriers between visiting dogs and can help reduce the spread of any infectious disease. Buildings, paths, gardens and exercise areas should be well

being easily cleansed and must incorporate a damp proof membrane. **j.** Floors must have sufficient fall to allow effective drainage leading to a drainage channel, and must provide sufficient grip for the dog to walk or run without slipping. **k.** Doors must be strong enough to resist impact and scratching and must be close fitting, and capable of being effectively secured. **l.** Where metal bars and frames are used, they must be of suitable size to prevent dogs escaping or becoming entrapped. **m.** Where metal edging is used, this must not present a risk of injury to the dog. **n.** Where plastic surfaced doors with metal edging are used, the strip metal edges must be adequately chamfered to prevent injury to the dog. **o.** The construction must be such that the security of the dog is ensured. **p.** Kennels and exercise areas must open onto secure corridors or other secure areas so that dogs are not able to escape from the premises. **q.** All windows which pose a security risk must be escape proof at all times.	maintained and in good, clean, safe condition. To ensure windows are escape proof they should be protected by weld mesh, or be made of reinforced glass, polycarbonate or other impact resistant material.
2.2 Size of Quarters **a.** Each kennel must be provided with a sleeping area that is suitable for the comfort of the dog accommodated taking into consideration the size and breed. **b.** Each kennel must be provided with an exercise area which is separate from the sleeping area and is exclusive to that	It would be expected that the sleeping area would be on average 1.2.sq.m. This would accommodate the bed for a medium - large size dog and up to two small – medium size dogs. The kennel should be sufficiently large to allow each dog to be able to walk, turn around and wag its tail without touching the

kennel, for free use by the dog at all times except when bedded down for the night. **c.** The minimum size for exercise areas must be (not including sleeping area) as follows; • Small Dog – 2.25 sq.m • Medium Dog – 2.8 sq.m • Large Dog – 4.5 sq.m **d.** Kennels must have a minimum height of 1.8 metres to allow adequate access by kennel staff for cleaning.	sides of the kennel, to play, to stand on its hind limbs and to lie down without touching another individual. When the animal/s are in the kennel there should be sufficient space for the door to open fully. The definition for small, medium and large dogs which have been used can be found on the Kennel Club website. www.thekennelclub.org.uk Current licensed premises which do not meet the minimum dimensions for exercise areas must provide alternative exercise facilities e.g. scheduled walking times and/or outside runs.
2.3 Bedding **a.** Suitable bedding or equipment which allows the dog to be comfortable and which is capable of being adequately cleansed and sterilised must be provided and must be sited out of draughts. **b.** All bedding material must be maintained in a clean, parasite free and dry condition. **c.** A dog bed must be of a durable impervious construction and be a suitable size for the breed of dogs kept.	In practice the owner may provide the dogs' own bed/bedding. Suitable bedding to be provided by the boarding establishment could be a 'vet bed' or equivalent material. This type of bedding is easily washed and dried. A dog bed is defined as a base with three or four side walls (3D) with the option of a roof.
2.4 Temperature & Heating **a.** Sleeping areas of kennels must be insulated to prevent extremes of temperature. **b.** The bedding area of the kennel must be maintained at a temperature of between 10 C and 26 C. **c.** In isolation kennels there must be a means of maintaining	Outdoor areas provided for animals to exercise and interact cannot have strict temperature regulation. Dogs should not be restricted to such areas under climatic conditions which may cause them distress.

the temperature at a level suitable for the condition of the dog, and dependant upon veterinary advice. However, the temperature in the isolation kennel must not be allowed to rise above 26 C or fall below 13 C **d.** A 'minimum - maximum' thermometer must be provided in each kennel block and isolation unit. **e.** Licensees must ensure that any heat appliances provided are safe and comply with all regulatory requirements for both the animals and people working there. **f.** Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to dogs.	The materials used on the kennel exterior should offer adequate protection against temperature variations throughout the year. In order to maintain temperatures as required, the use of individual heat sources for dogs may prove adequate. In some circumstances additional background heating will also be required. Devices used for heating and cooling must be safe and free from risk of burning or electrocution. Open flame appliances must not be used and manufacturer's instructions should be followed.
2.5 Lighting **a.** During day light hours, light (preferably natural) must be provided to the exercise and sleeping areas so that all parts are clearly visible. **b.** Artificial lighting must be provided to areas that are in use after daylight hours. **c.** All artificial lighting must be fitted with clear plastic covers to eliminate possible injuries to dogs from broken glass.	Dogs need to be in an environment which allows adequate light during daylight hours; any artificial light should be turned off at night to allow natural sleep patterns. Artificial light needs to be available to enable thorough checking of the dogs outside any daylight hours. Heat lamps also emit light. By their very nature heat lamps are installed at low level and cannot be fitted with plastic covers but should have metal mesh guards to protect dogs from direct contact with hot bulbs.
2.6 Ventilation **a.** Permanent ventilation must be provided to the sleeping and exercise areas without the creation of excessive, localised draughts in the bedding area.	Ventilation in the indoor accommodation of all dogs should provide sufficient fresh air of an appropriate quality and keep down the levels and spread of odours, noxious gases, dust and infectious agents of any kind, and to provide for the removal of excess heat and humidity.

	The ventilation system should be so designed as to avoid harmful draughts and noise.
2.7 Cleanliness **a.** 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 so as to be conducive to maintenance of disease control and dog comfort. **b.** Each kennel must be cleansed daily. **c.** All excreta and soiled material must be removed from all areas used by dogs at least daily and more often if necessary. **d.** Each kennel must be thoroughly cleansed and disinfected and dried upon vacation or every seven days whichever is the shorter. **e.** All fittings and bedding must also be thoroughly cleansed and disinfected prior to re-use.	A list if disinfectants can be found at: **http://disinfectants.defra.gov.uk/**
2.8 Strays **a.** If a boarding kennels also operates as a dog pound, then the pound facility must be operated as a completely separate enterprise. **b.** Where stray dogs are accepted by the kennels they must be kept in a separate kennel block away from boarded dogs, which must be situated at least 5m from any other kennelling. **c.** The strays kennel block must also fully comply with conditions 2.1 – 2.7	The separation of the boarding facility to a dog pound is due to the unknown health and vaccination status of the stray dogs. Staff should ensure they fully cleanse and disinfect hands, clothing and footwear on entering and on leaving the stray kennels. Ideally, the approach and entrance to the stray kennels should be completely separate to that of the boarding kennels. If not strict biosecurity measures should be adopted to safeguard the health and welfare of the boarding dogs.

2.9 Pest Control **a.** Measures must be taken to keep establishments free of rodents, insects and other pests and dogs free of external parasites.	The manufacturer's guidance should be followed when using control products in order to minimise risk to dogs.
2.10 Drainage & Waste Disposal **a.** The establishment must be connected to mains drainage or an approved, localised sewage disposal system. **b.** The interior floor of every newly constructed kennel must be constructed so as to provide a sufficient fall to drainage channel site to take floor washings from each kennel and discharging to a trapped gully which connects to the foul drainage system. **c.** Facilities must be provided for the proper reception, storage and disposal of waste. **d.** Particular care must be taken to segregate waste arising from the treatment and handling of dogs with infectious diseases.	The licensee should check with the Environment Agency for up to date guidance on the appropriate means of disposal.

3. Diet & Nutrition

All boarded dogs must be adequately supplied with suitable food. Wholesome water must be available at all times and changed daily. Adequate food preparation facilities must be available.

Licence Condition	Guidance
3.1 Food & Drink **a.** All dogs must be supplied with a diet suitable for their type, age and breed. **b.** Such food must be provided at a frequency as specified by the dog's owner. **c.** Dogs must have access to fresh, clean water at all times. **d.** Eating and drinking vessels must be of a design that prevents spillage as far as is practicable. **e.** Vessels must be capable of being easily cleansed, sterilised and must be maintained in a clean condition.	This may be provided by the dog's owner to avoid any sudden change in the dog's diet which can cause digestive problems.
3.2 Food Preparation & Storage Facilities **a.** Suitable facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the dogs. **b.** Where fresh and cooked meats are stored, refrigeration facilities must be provided. Food contamination must be avoided. **c.** A sink with hot and cold running water must be available for washing kitchen utensils and eating and drinking vessels.	This can be either a separate room or designated area exclusive to the boarders. Surfaces should be able to be cleaned down and disinfected as required with ease and be able to dry quickly. All feed needs to be stored appropriately to ensure is kept fresh, dry and have no risk of contamination from vermin.

d. Containers must be provided for the storage of foods and shall be constructed and maintained in good condition so as to be insect and pest proof.	

4. Normal Behaviour

Dogs must be able to exhibit normal behaviour patterns at all times. They must have the opportunity to enjoy exercise and be adequately supervised.

Licence Condition	**Guidance**
4.1 Exercise Facilities **a.** Kennels must have exercise/play areas in addition to the kennel run. **b.** They must be of adequate size to allow dogs to run free. **c.** The facilities must be safe and secure with sufficient drainage to prevent pooling of water. **d.** There must be an effective hygiene and cleaning procedure established to minimise the risk of infections. **e.** Those existing kennels without additional exercise facilities or facilities which are not in use must offer lead exercise with the consent of the dog's owner.	Where it may be inappropriate for some dogs to be turned out in communal areas an alternative such as lead walking should be implemented. Written consent from the owners is best sought should this take place outside the premises Consideration should be given to the required height and fencing material used for the exercise/play area(s) dependant on the type & size of dogs using the facility. Grass areas are more difficult to cleanse and prevent pooling compared to a concrete yard or similar. Faeces should be cleaned up daily as a minimum and an alternative such as lead walking may be required should wet weather cause the grass area to become too muddy/wet.
4.2 Supervision **a.** Where the licensee is absent for some appreciable period	Anyone supervising the dogs needs to have sufficient knowledge and experience to be able to handle the dogs correctly and safely. They must also be able recognise if a dogs

then supervision of the premises must be by a suitable and competent person of least 16 years of age. **b.** When kennels are left unattended for short periods, a name and contact number must be displayed in a prominent position and the kennels must be left secure. **c.** Those that supervise must have a thorough and detailed knowledge of the licensing conditions and comply with them at all times. **d.** Dogs must be visited at regular intervals, as necessary for their health, safety and welfare.	behaviour suggests there is a problem and act accordingly. Staff should have access to and be familiar with the Code of Practice for the Welfare of Dogs and all other relevant legislation. Any non-compliance with licensing conditions could reflect adversely on the supervisory staffs' level of competence. There are accredited training providers that offer relevant courses which licensees may consider worthwhile for their staff. Regular intervals should be a minimum of three times a day.
4.3 Maximum number of Dogs Boarded & Staff **a.** The maximum number of dogs kept at any one time on the establishment is stated on the licence and must not be exceeded. **b.** Under no circumstances will the total number of dogs on the licence exceed 40 for every FULL time attendant and 20 for every PART-time attendant working at the premises. **c.** The number of dogs allowed to be boarded will be reduced if there is a failure to comply with licensing requirements. **d.** Each dog must be provided with a separate kennel except that dogs from the same household may share a kennel with the verbal consent of the dogs' owner, provided its size is adequate for their comfort.	The number of staff should be sufficient to ensure that whilst boarded each dog is given adequate individual attention to ensure its health & welfare needs. Consideration will be made by the licensing authority to the establishment as a whole; to include available accommodation, exercise facilities, health & welfare requirements met and level of continued licence compliance. Where the licensing authorities are not content with the ability of the proposed licence holder or existing licence holder, they should reduce the number of dogs an attendant can look after. This may be evidenced by failure to meet licence conditions e.g. lack of exercising dogs and poor cleanliness. A full time attendant is someone who works a minimum of 30 hours per week and a part time attendant a minimum of 15

	hours.

5. Health & Welfare

Reasonable precautions must be taken to prevent and control the spread of infectious or contagious diseases amongst animals. Any sick or injured animal must receive appropriate care and treatment without delay. Isolation facilities, first aid equipment and fire protection are necessary.

Licence Condition	Guidance
5.1 Registration with a Veterinary Surgeon **a.** All boarding establishments must be registered with a veterinary practice and ensure full details are made available to the Licensing Authority. **b.** The establishment's veterinary surgeon must be called where there are signs of disease, injury or illness. **c.** Where any dog is sick or injured any instructions for its treatment which have been given by a veterinary surgeon must be strictly followed.	Addresses of veterinary surgeries can be accessed from the Royal College of Veterinary Surgeons: **http://www.rcvs.org.uk/FindAVet**
5.2 Disease Control & Vaccinations **a.** Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst dogs, staff and visitors. **b.** Dogs boarded or resident must be accompanied by an up to date record of a veterinary approved protection against distemper, kennel cough, hepatitis, parvovirus, leptospirosis and other relevant diseases. **c.** The Licensing Authority must be informed of any animal death on the premises. The Licensee must make	Adequate precautions may include annual booster vaccinations and any other preventative measures at the discretion of the licensee. In all cases, this should be in consultation with a veterinary surgeon.

arrangements for the body to be stored at a veterinary surgeon's premises until the owners return	
5.3 Isolation Facilities **a.** Isolation facilities must be in compliance with the other licence conditions but must also be physically isolated. **b.** These isolation facilities must be a minimum of 5 metres away from other kennels (See also 2.4 Temperature & Heating). **c.** Isolation facilities must be used where the presence of infectious disease is suspected. **d.** Adequate facilities to prevent the spread of infectious disease between the isolation facilities and other kennels must be provided. These must include a disinfectant foot dip and the provision of protective personal equipment for use only in the isolation facility. **e.** Hands must be washed after leaving the isolation facilities before visiting the other kennels.	In the first instance, isolation facilities should be used if kennel staff has any concerns with regard to a dog's health prior to seeking Veterinary attention. Isolated dogs should be dealt with by a designated person who can ensure that they take responsibility to ensure they minimise the risk of spreading any disease to any other dogs on the premises. This should involve basic bio-security measures to include hand washing, disinfecting boots and change clothing (especially if disease is confirmed) on entry and exit of the facility. An approved list if disinfectants can be found at: **http://disinfectants.defra.gov.uk/**
5.4 Miscellaneous Requirements **a.** A well stocked first aid kit suitable for use on dogs must be available and accessible on site. **b.** A range of muzzles of varying sizes as well as a dog catching device, must be kept on site, and must be approved by the local authority. **c.** The Licensee must take all reasonable steps to protect bitches in season and prevent their contact with the dogs. **d.** In the event of a dog escaping or being lost from a licensed boarding kennel, licensees must notify the Licensing Authority as soon as is practical and without undue delay. Full details of date, time, location and	For un-neutered bitches it is advisable to ask owners when a bitch had its last season so that kennel staff can be made aware if the bitch is likely to come into season during the stay. Most Authorities operate an "out of hours" emergency line and escapes can be reported to this facility in the first instance if you are unable to contact the licensing department. Agencies such as the Police and the Council's Dog Warden Service should also be notified at the earliest opportunity.

circumstances of the incident, the description of the dog, the owner's full details, and any recovery actions already taken by the licensee must be given to the Licensing Authority.	
5.5 Transport of Dogs **a.** Licensees who offer collection and delivery services must ensure vehicles used comply with current Welfare of Animals in Transport regulations.	The legislation defines the requirements to ensure the 'Welfare of Animals in Transport'. You can ask your licensing inspector for details of the current regulations. Examples include; Securely fitted dog cage(s) and suitable ventilation. As well as the requirement to hold a Transporters authorisation.
5.6 Protection from Fire **a.** There must be an emergency evacuation plan and fire warning procedure in place which staff must be informed of. **b.** This must be posted where staff can see it. **c.** This procedure should include instructions dealing with where dogs are to be evacuated. **d.** There must be adequate means of raising an alarm in the event of a fire or other emergency. **e.** Fire fighting equipment and detectors must be properly maintained and fire extinguishers need to be serviced or replaced as required. **f.** All electrical installations and appliances must be maintained in a safe condition. **g.** There must be a residual current circuit breaker system on each block of kennels. **h.** Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to dogs. **i.** Precautions must be taken to prevent any accumulation of material which may present a risk of fire.	In the case of fire precautions there also needs to be consideration for: Access for Fire Fighting and Water Supplies, Means of Escape, No Smoking Signs, Electrical Installations, Fire fighting equipment and notices. For full details please refer to Schedule B attached.

5.7 Safety of Electrical Equipment **a.** You must ensure that all electrical systems are adequately constructed and maintained, so far as is reasonably practical, as to prevent danger, in accordance with the Electricity at Work Regulations 1989.	To aid with the compliance of the regulations please see the section relating to electrical installations.

6. Record Keeping

Records must be kept as required by the legislation detailing all pertinent information for each dog boarded and referenced against the dogs individual kennel number, to ensure staff is fully aware of each dog's individual requirements.

Licence Condition	**Guidance**
6.1 Register **a.** A register must be kept of all dogs boarded. The information kept must include the following: • date of arrival and kennel number • name of dog, as well as any other identification mark 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, address and telephone number of dog's	The register should be in a format that is clear and easy to understand by any staff and the licensing inspector.

veterinary surgeon • anticipated and actual date of departure health, welfare and nutrition requirements **b.** Records must be kept available for a minimum of 24 months and kept in such a manner as to enable an authorised officer easy access to such information. **c.** Where records are computerised, a hard copy must be kept. **d.** The register must also be available to members of staff of the establishment at all times.	
6.2 Identification of Kennels **a.** Each kennel must be clearly numbered. **b.** The name and description of the dog currently in residence, must either be displayed on each kennel or alternatively, on a white/black board in each kennel block with the kennel number and dog details clearly written on it.	This can simply be the use of a postcard sized card containing the dogs name and breed (as a minimum), attached as appropriate to the front of each kennel. A white/black board with each kennel number on and details of the current occupant(s) i.e. name, breed, dietary or special requirements can provide 'at a glance' information of all dogs accommodated within the kennel block itself. Outside kennels may not be suitable for the use of a white/blackboard due to being exposed to the elements.

7. Animal Welfare Act 2006 – Duty of Care Requirements

Section 9 of the above Act places a duty of care on a person who is responsible for an animal. The Act states that a person commits a criminal offence if they do not take reasonable steps to ensure for the needs of that animal. In order that you comply with these duties the Council has detailed certain requirements and guidance that you must follow.

Where there is a potential breach of a Duty of Care under the Animal Welfare Act 2006, the Council may, at its discretion, issue an Improvement Notice to remedy the problem.

Licensing Conditions	**Guidance**
7.1 Routine Medication **a.** Any dog boarded that requires routine/daily medication or treatments must have them administered by a suitably competent person. **b.** The quantity and frequency of administration must be fully discussed and logged prior to the dogs stay.	It is good practice for the licensee to have written evidence regarding any medication requirements to both safeguard the health & welfare of the dog and protect themselves in the event of any future issues.
7.2 Socialisation **a.** All animals must be given the opportunity for daily interaction and stimulation.	Appropriate exercise, play, and other human contact should be carried out to ensure that dogs get sufficient human contact, in so far as is practicable, and be safe and in proportion to the length of stay at the kennel. Many dogs have almost constant human companionship but little or no contact with other dogs. To place these dogs in a multi dog environment could cause fear and stress, so when carrying out any socialisation the temperament and needs of individual dog, together with the wishes of the client should be taken into consideration.

7.3 Visual/Audio Stimulation **a.** For new build or when adding to or refurbishing existing kennels, buildings must be so constructed that they offer visual/audio stimulation and distraction to the dogs being housed where applicable.	In the design of a new kennel building a 'view' from each kennel will be a means of visual/audio stimulation or alternatively the incorporation of a television or provision of a radio within each block for each dog to be able to watch/listen to for periods through the day.
7.4 Identification of Dogs **a.** Dogs must be able to be readily identified by an appropriate means.	Premises Identity dog tags should be worn by all boarders e.g.: "I am staying at ABC Dog Boarding" and the contact details. This is good practice and especially important where dogs are exercised (with the owners consent) outside the licensed premises. In the event that a dog may be lost it can facilitate a speedy reunion.

Recommendation

Recommendation	**Guidance**
Insurance Policy It is strongly recommended that every boarding establishment has comprehensive and adequate insurance cover.	The cover should cater for a wide range of "canine misfortunes" from emergency veterinary care, loss, third party liability and employer's liability where applicable.

OTHER MATTERS RELATING TO THE OPERATION OF A LICENSED ESTABLISHMENT.

A. APPEALS PROCEDURE

Pet Animals Act 1951 - Section 1 (4)

Any person aggrieved by the refusal of a local authority to grant such a licence, or by any condition subject to which such a licence is proposed to be granted, may appeal to a magistrates' court; and the court may on such an appeal give such directions with respect to the issue of a licence or, as the case may be, with respect to the conditions subject to which a licence is to be granted as it thinks proper.

B. FIRE PRECAUTIONS GUIDANCE

The following information is supplied to licensees, in order to aid compliance with the fire precaution requirements detailed in the Council's licence conditions that require appropriate steps to be taken for the protection of animals in case of fire or any other emergency.

The guidance is aimed at ensuring that the means of escape and associated fire precautions are adequate for human occupants. It should be borne in mind that the fire safety requirements for people maybe covered by other legislation.

The following matters must be considered:

1. Access for Fire Fighting and Water Supplies - There should be good access for firefighting appliances (minimum width of 3.7m) to all hydrants and other water sources and hard standings should be provided. The name board of the premises should be clearly displayed beside the nearest road access.

2. Means of Escape - Escape routes for animals should be designed to provide a straight run out of buildings, with the minimum of human assistance. Pen doors should be so arranged that animals can be evacuated quickly and acute turns, obstructions and ramps in the escape routes should be avoided as far as possible.
    a) All premises should be provided with exits of sufficient width and height to allow easy access to the animals at all times.
    b) The exits should be easily opened from the inside without the use of a key.
    c) If necessary provision should be made for the ready summoning of a key holder.

In buildings exceeding 18 metres in length or where considerable numbers of animals are housed, at least two exits should be provided and situated as far apart as possible. The distance of travel should be limited to 45 metres.

3. No Smoking Signs - No smoking notices should be displayed in the vicinity of all hay and straw and where practicable precautions should be taken against unauthorised entry especially by children.

4. Electrical Installations - Electrical installations including lamps should be cleaned regularly to avoid the build-up of dust. Electrical equipment, heaters etc should be positioned and secured so that they are kept at a safe distance from any likely accumulation of flammable bedding material.

5. Fire Fighting Equipment

a. Portable Fire Extinguishers -The following are recommended as a minimum:

- Buildings not exceeding 200sqm in area require at least 2x9 litre water extinguishers for buildings over 200sqm an additional fire extinguisher must be provided for every additional 200sqm or part thereof.
- Portable fire extinguishers must meet the requirements of BS EN 3 and be installed and maintained according to the recommendations given in BS 5306.
- Depending on the outcome of your fire risk assessment, it may be possible to reduce this to one extinguisher in very small premises with a floor space of less than 90m^2.
- Fire extinguishers that when operated produce a loud noise, e.g. CO2, or large clouds of dry powder, **should not** be used in close proximity to animals.

b. Hose Reels - Hose reels can be provided as an alternative to portable fire extinguishers. There should be a minimum of one hose for each 800sqm in area or part thereof. It should confirm to BS 5306: Part 1. Wash down hoses may be acceptable provided there is a constant flow of water that is able to produce water jet with a minimum throw of 5 metres. Hose reels must not exceed 45m in length and should be sited so that the nozzle can be taken to within 6m of each part of the protected premises.

6. Fire Notices - All staff at the establishment should be familiar with what action must be taken in the event of a fire. A clearly written and conspicuous notice should be provided indicating the action to be taken in case of fire and the location of the nearest telephone. This notice may include the following:

"On discovering a fire, ensure the building involved is evacuated.
Call the Fire Brigade {the nearest telephone is sited at ……}.
Attack the fire using the firefighting equipment provided, if safe to do so
etc"

7. *O/S Map Reference - An Ordnance Survey map reference number should be made available for the premises and displayed with the Fire Notice provided.*

The Regulatory Reform (Fire Safety) Order 2005 requires that necessary fire precautions are put in place to protect relevant persons in case of fire in, and in the vicinity of all premises to which the legislation applies.

Responsibility for complying with the order rests with the 'responsible person'. In a workplace, this is the employer and any other person who may have control of any part of the premises, e.g. the occupier or owner. In all other premises the person(s) in control of the premises will be responsible.

The responsible person must:

Carry out a Fire Risk Assessment, the significant findings of which must be recorded if five or more persons are employed, if the premises are licensed or if an alterations notice is in force.

To further assist you, the Fire Safety Guide to Animal Premises and Stables (ISBN: 978 1 85112 884 6) is available from the stationary office or via the Department for Communities and Local Government website (www.communities.gov.uk).

C. HEALTH AND SAFETY

Health and safety law applies to all businesses, no matter how small. As an employer or a self employed person, you are responsible for health and safety in your business. You need to take the right precautions to reduce the risks of workplace dangers and provide a safe working environment.

There is a guide called “Health and safety made simple”. This guide makes life easier for you by providing the basic information on what you need to do in one place. It will help you get started in managing health and safety in your business.

For some work activities there may be extra things you need to do to make sure you are complying with the law. Further guidance on specific topics, such as managing asbestos, preventing ill health from animal contact etc, and model risk assessments are available online at www.hse.gov.uk . You can also contact the health and safety team of Gwynedd County Council on 01766 771000 and ask for the duty officer or email us at Bwydalechyd&Diogelwch@gwynedd.gov.uk.

The “health and safety made simple” leaflet can be downloaded by following this link:
http://www.hse.gov.uk/pubns/indg449.pdf