



LICENCE CONDITIONS FOR COMMERCIAL DAY BOARDING ESTABLISHMENTS

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1. GENERAL CONDITIONS

Licence Condition	Guidance
<p>1.1 Unless otherwise stated, these conditions shall apply to all buildings and areas to which the dogs have access and / or which are used in association with the day boarding of dogs.</p> <p>1.2 The applicant shall ensure that all relevant planning and building control permissions are obtained.</p> <p>1.3 Dog hybrids registered under the Dangerous Wild Animal Act 1976 (e.g. Wolf Hybrids) or dogs registered under the Dangerous Dogs Act 1991 are not to be accepted for day boarding.</p> <p>1.4 No animals, other than dogs, are to be boarded at the facility.</p> <p>1.5 Dogs are not permitted to be boarded overnight.</p> <p>1.6 Feeding should not be carried out except where it is a medical or dietary necessity. In this case it must take place in a separate area away from all other dogs.</p> <p>1.7 The premises shall be operated in such a way as to avoid nuisance to occupiers of neighbouring properties.</p>	

2. LICENCE

Licence Condition	Guidance
2.1 A copy of the Licence and its conditions must be suitably displayed to the public in a prominent position at the boarding establishment.	

3. NUMBER OF DOGS PERMITTED

Licence Condition	Guidance
3.1 The maximum number of dogs kept at any time on the premises, determined by the Licensing authority, taking into account the location and size of the premises and advice from the authority's veterinary officer, shall not exceed the number specified in the licence	

4. ACCOMMODATION AND ENVIRONMENT

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

Licence Condition	Guidance
4.1 Construction 4.1.1 The dog day boarding establishment must, at all times, be laid out and operated in accordance with an approved plan, to be submitted to the Licensing Authority. Before carrying out any alterations, plans must be submitted to and approved by the Licensing Authority.	

- 4.1.2 Fencing materials must be secure and safe.
- 4.1.3 A double gate system shall be provided at the entrance / exit to the premises to permit a phased access and egress and thus prevent the escape of dogs.
- 4.1.4 The general construction must be such that the security of dogs is ensured.
- 4.1.5 External exercise areas must not permit persons not connected to or employed by the establishment to have access to dogs. Such areas should be provided with an impervious cleansable surface at least around the perimeter (concrete made to a suitable fall to prevent ponding and promote drainage).
- 4.1.6 Wood should not be used in exposed construction of walls, floors, partitions, doorframes or doors within the dog indoor common area. There must be no projections liable to cause injury. Where wood has been used in existing construction it must be smooth and treated to render it impervious. (Wood must not be used internally in the construction of new facilities and should be phased out in existing facilities over an agreed time scale wherever possible.)
- 4.1.7 All exterior wood must be properly treated against wood rot, e.g. tanalised. Only non- toxic products may be used.
- 4.1.8 All internal surfaces used in the construction of walls, floors, partitions, doors and door frames to be durable, smooth, impervious and easily cleansed. There must be no projections or rough edges liable to cause injury.

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.

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.

All floors and related exercise areas should provide sufficient grip for the animal to walk or run without slipping.

<p>4.1.9 Junctions between the walls and floors in areas used by dogs shall be coved to facilitate cleaning.</p> <p>4.1.10 All internal furnishings shall be maintained in a sound condition to permit thorough cleaning and disinfection. Such furnishings shall be inspected on a daily basis for damage or disrepair. Any damaged or ripped items of furniture shall be immediately repaired or replaced.</p> <p>4.1.11 All windows which pose a security risk must be escape proof at all times.</p> <p>4.1.12 Sufficient individual areas/kennels must be provided so as to allow proper socialisation and familiarisation of dogs from different owners to take place as well as providing a way of separating dogs where necessary e.g. small dogs from large boisterous dogs, older dogs who need more rest etc.</p>	<p>If impractical in existing premises, all joints should be sealed.</p> <p>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.</p>
<p>4.2 Maintenance</p> <p>4.2.1 The interior and exterior of the buildings should be maintained in good repair and good decorative order. Outer paths, gardens, exercise areas and general surroundings must be kept in a good, clean, presentable condition.</p>	
<p>4.3 Cleanliness</p> <p>All indoor areas used by dogs 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.</p>	<p>A list of disinfectants can be found at : http://disinfectants.defra.gov.uk</p>

<p>4.3.1 All excreta and soiled material must be removed immediately from communal areas used by dogs and as soon as practicable from the isolation kennel(s) or other areas used to house dogs.</p> <p>4.3.2 All fittings, bedding and towels must also be thoroughly cleansed and disinfected on a daily basis and more frequently if necessary.</p> <p>4.3.4 A cleansing schedule must be implemented and displayed outlining daily, weekly and monthly cleansing and disinfection duties, which must incorporate an approved formulation effective against micro-organisms responsible for canine diseases.</p>	<p>Grass areas are more difficult to cleanse and prevent pooling compared to a concrete yard or similar.</p>
<p>4.4 Lighting</p> <p>4.4.1 Adequate lighting must be provided throughout the establishment such that all areas accessible to dogs are clearly visible. Where practicable this must be natural light.</p> <p>4.4.2 All artificial lighting must be fitted with clear plastic covers to eliminate possible injuries to dogs from broken glass</p>	
<p>4.5 Ventilation</p> <p>4.5.1 Adequate ventilation must be provided to all interior areas without the creation of excessive, localised draughts. It must also be able to regulate changes in temperature.</p>	<p>Ventilation in the indoor accommodation of all dogs should provide sufficient fresh air of an appropriate quality and to 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.</p>

<p>4.6 Temperature Control</p> <p>4.6.1 Suitable and safe means shall be provided for heating the common indoor area(s) Where individual areas/kennels are in use they should be heated according to the requirements of the dogs in those areas..</p> <p>4.6.2 A maximum temperature of 26°C (79°F) should not to be exceeded in normal circumstances. A minimum temperature of 10°C (50°F) is required.</p> <p>4.6.3 Adequate shade shall be provided in outdoor area(s) to protect animals from direct sunshine.</p>	<p>Outdoor areas provided for animals to exercise and interact cannot have strict temperature regulation. Animals should not be restricted to such areas under climatic conditions, which may cause them distress.</p>
<p>4.7 Pest Control</p> <p>4.7.1 Measures must be taken to minimise the risks from rodents, insects and other risks from rodents, insects and other pests within the establishment. Such pests must be adequately dealt with without delay to eradicate any infestation.</p>	<p>The manufacturer's guidance should be followed when using control products in order to minimise risk to dogs.</p>
<p>4.8 Kitchen Facilities</p> <p>If a need, as specified under 1.6 above, is identified then:</p> <p>4.8.1 A separate area clearly demarked and hygienically constructed shall be provided for the storage and preparation of dog/ puppy food.</p>	

<p>4.8.2 A sink with hot and cold water must be provided for the washing of food and drinking vessels. A separate wash hand basin with hot and cold water must be provided for staff use.</p> <p>4.8.3 Suitable refrigeration shall be provided for the storage of dog / puppy food unless only shelf-stable food eg cans are used and any left over food is discarded.</p>	
<p>4.9 Waste Disposal</p> <p>4.9.1 The establishment must be connected to mains drainage or an approved, localised sewage disposal system.</p> <p>4.9.2 Facilities must be provided for the proper reception, storage and disposal of waste.</p> <p>4.9.3 Particular care must be taken to segregate waste arising from the treatment and handling of dogs with infectious diseases.</p> <p>4.9.4 Disposal facilities for animal waste must be agreed with the Licensing Authority</p>	<p>The licensee should check with Natural Resources Wales for current guidance on the appropriate means of disposal.</p>
<p>4.10 Water Supply</p> <p>4.10.1 Wholesome water must be available at all times and changed frequently throughout the day. Adequate steps must be taken to minimise the risk of cross contamination or infection. Drinking vessels must be capable of being easily cleansed and disinfected and must be cleansed at least once a day and maintained in a clean condition.</p>	

5. MANAGEMENT

Licence Condition	Guidance
<p>5.1 Staff Welfare</p> <p>5.1.1 An adequate and well-stocked First Aid kit must be available for staff.</p>	
<p>5.2 Staff Training</p> <p>5.2.1 Staff should be adequately trained in the safe handling of dogs, emergency procedures to be followed, and all other aspects of the licence conditions, which are pertinent to their work.</p> <p>5.2.2 A written training policy must be provided for permanent, part time and seasonal workers.</p> <p>5.2.3 Systematic training of staff must be demonstrated to have been carried out in the following topics:</p> <ul style="list-style-type: none">• Animal Welfare and Behaviour• Cleanliness and Hygiene• Feeding and Food Preparation• Disease Control• Recognition and Treatment of Sick Animals• Health and Safety• Emergency Procedures• Transportation of Animals	<p>Any non-compliance with licensing conditions could reflect adversely on the supervisory staffs' level of competence.</p> <p>There are accredited training providers that offer relevant courses which licensees may consider worthwhile for their staff.</p>

<p>5.3 Insurance</p> <p>5.3.1 Comprehensive and 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 dogs boarded.</p> <p>5.3.2 Adequate Employers Liability and Public Liability Insurance shall be provided.</p> <p>5.3.3 Certificates of insurance shall be displayed in a prominent position.</p>	<p>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.</p>
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6. HEALTH AND WELFARE

Reasonable precautions must be taken to prevent and control the spread of infectious or contagious diseases. Registration with a vet is essential. Isolation facilities, first aid equipment and fire protection are necessary.

Licence Condition	Guidance
<p>6.1 Disease Control, Vaccinations and General Welfare</p> <p>6.1.1 Pre-screening of dogs shall be undertaken to ensure that they will be comfortable in the presence of other dogs and will not be a danger to other dogs or staff. (Many dogs have significant human companionship but little or no contact with other dogs. To place these dogs in a multi dog environment could cause fear and stress. Consequently when carrying out any socialisation the temperament and needs of individual dog, together with the wishes of the client should be taken into consideration)</p>	

- 6.1.2 Any injuries which occur to dogs either during transport or within the premises must be recorded and such records will be retained and made available for inspection by The Council for a period of 3 years.
- 6.1.3 Due to the unique arrangements within the day boarding establishment which allows the free mixing of dogs, full males, bitches in season and puppies under six months of age must not be boarded with other dogs
- 6.1.4 Adequate precautions should be taken to prevent and control the spread of infectious and contagious diseases and parasites among dogs, and zoonoses among dogs, staff and visitors.
- 6.1.5 Troughs / baths with a communal untreated water source are not permitted as they are considered to present a potential route for the spread of infection.
- 6.1.6 Dogs attending the day care facility must have current vaccinations against Canine Distemper, Kennel Cough, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (L.canicol and L. Icterohaemorrhagiae and Canine Parvovirus and other relevant diseases. Annual vaccinations must thereafter be kept up to date. A copy of all up to date certificates must be kept on-site throughout the period that the dog attends the day care facility and shall be made available to officers of the licensing authority for inspection on request.
- 6.1.7 The first course of vaccinations must have been completed at least four weeks before the first date of boarding.
- 6.1.8 No sick animals shall be admitted to the premises.

6.1.9 Any dog whilst boarded that requires routine/daily medication or treatments must have them administered by a suitably competent person. The quantity and frequency of administration must be fully discussed and logged prior to the dogs stay.

6.1.10 Precautions must be taken to prevent the spread of fleas, ticks, intestinal parasites and other parasites

- a) Dogs < 3 months must have been wormed within the last two weeks
- b) Dogs > 3 months must have been wormed in the last month.
- c) Dogs 6 months and over must have been wormed in the last 3 months.
- d) Flea treatment must have been applied within the last month or else dogs must be wearing a flea collar.

6.1.11 The licence holder shall obtain written confirmation from the owner that the above is complied with. This confirmation shall be regularly updated in accordance with the above time periods.

6.1.12 All breeding establishments must be registered with a veterinary practice and ensure full details are made available to the Licensing Authority

6.1.13 The telephone contact number of the veterinary surgeon used by the establishment or, if appropriate, the individual dogs should be kept in a suitable place, close to the telephone and accessible to all members of staff.

Addresses of veterinary surgeries can be accessed from the Royal College of Veterinary Surgeons:
<http://www.rcvs.org.uk/FindAVet>

6.1.14 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.

6.1.15 Following the diagnosis of an infectious disease the establishment must undergo a reasonable quarantine period based on veterinary advice.

6.1.16 The licence holder must inform the Licensing authority within 24 hours of any dog boarded in the establishment that develops an infectious disease.

6.1.17 The licence holder must inform the Licensing authority within 24 hours of the death of or serious injury to any dog boarded in the establishment.

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

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

6.1.20 All dogs must have sufficient exercise for their individual needs to ensure their physical and mental well-being.

A first aid kit should include the following:

A selection of dressings

- Non adherent wound cover
- Retaining bandages
- Covering bandages
- Cotton wool
- Scissors
- Tweezers
- Torch
- Suitably sized muzzle/s
- Contact number for Veterinary Surgeon including out of routine hours details.

Available medicines to be stored in medicine cabinet include:

Wound cream and Antiseptic solution.

6.2 Isolation Facilities

- 6.2.1 Suitable isolation facilities must be provided, as necessary, with adequate heating and ventilation, to house any sick or injured dog until such time as it can be returned to its owner or transported to a vet. There must be a means of maintaining the temperature within the isolation facilities at a level suitable for the conditions of the dog and dependent on veterinary advice. In any event, the temperature of the isolation facilities should not be allowed to rise above 26 C or fall below 13°C unless specific advice is given to the contrary by the Veterinary Surgeon.
- 6.2.2 Isolation facilities must be separate and physically isolated from the main activity areas. This separation must be a minimum 5m. However, this may be varied if the authority's veterinary officer considers it appropriate.
- 6.2.3 Adequate facilities shall be provided to prevent the spread of infectious disease between the isolation facilities and communal dog areas.
- 6.2.4 Accessible hand washing facilities shall be provided in close proximity to the isolation kennel and hands must be washed after leaving the isolation facilities and before visiting any other area used to house dogs.
- 6.2.5 Appropriate and effective bio security measures must be in place and understood by all staff

Veterinary advice about the isolation of dogs with potentially infectious diseases should be documented and followed immediately.

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.

6.3 Register

6.3.1 A register must be kept of all dogs attending the facility. The information kept must include the following:

- date of first attending and days of week normally attended by each dog.
- 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 dog's veterinary surgeon
- Authorisation for veterinary treatment
- health, welfare and nutrition requirements

The register must be kept readily available with information on individual dogs being retained for a minimum period of 24 months. The register shall be available to the Licensing authority on request for inspection purposes.

6.3.2 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.

6.4 Supervision

- 6.4.1 A suitable and competent person, over the age of 16, must be nominated and be present at all times to exercise supervision and deal with any emergencies.
- 6.4.2 There must be a ratio of at least 1 fully trained member of staff for every 10 dogs in the establishment. This ratio may be varied for individual premises by the Licensing authority taking into account the management of the premises and advice of the authority's veterinary officer.
- 6.4.3 At no time shall dogs in the common indoor and outdoor areas be left unsupervised.
- 6.4.4 Those that supervise must have a thorough and detailed knowledge of the licensing conditions and comply with them at all times

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.

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 to recognise if a dog's behaviour suggests there is a problem and act appropriately.

All staff should have access to and be familiar with the Code of Practice for the Welfare of Dogs and all other relevant legislation.

<p>6.5 Identification and Control of Dogs</p> <p>6.5.1 All dogs boarded at the premises must be fitted with collar and tag identifying the licence holder, address and telephone number at arrival at the premises This will assist in the identification of dogs and will also assist staff with dog control if one tries to escape, or if there is a fire or other emergency.</p> <p>6.5.2 If taken off the premises, dogs must be leashed in public areas.</p>	
<p>6.6 Transportation of Dogs</p> <p>6.6.1 All vehicles used by the establishment for the transportation of dogs must be regularly serviced and kept clean. They must be fitted with cages of adequate size for the safe transportation of dogs and be provided with adequate ventilation. All vehicles must be secure and should not be left unattended when transporting a dog.</p> <p>6.6.2 On journeys likely to last more than 2 hours and during exceptionally hot days water must be available in the vehicle.</p> <p>6.6.3 The licence holder must provide a well – stocked first aid kit suitable for use on dogs and available in all vehicles used to transport dogs.</p>	<p>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.</p>

Licence Condition	Guidance
<p>6.7 Protection from fire</p> <p>6.7.1 There must be an emergency fire and evacuation plan in place, which staff must be informed of.</p> <p>6.7.2 This procedure must include instructions dealing with where dogs are to be evacuated</p> <p>6.7.3 This must be posted where staff can see it.</p> <p>6.7.4 There must be adequate means of raising an alarm in the event of a fire or other emergency.</p> <p>6.7.5 Fire fighting equipment and detectors must be properly maintained and fire extinguishers need to be serviced or replaced as required.</p> <p>6.7.6 All electrical installations and appliances must be maintained in a safe condition.</p> <p>6.7.7 There must be a residual current circuit breaker system on each distribution board.</p> <p>6.7.7 Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to dogs.</p> <p>6.7.8 Precautions must be taken to prevent any accumulation of material, which may present a risk of fire.</p>	<p>To aid with compliance please see details in the attached Appendix A, item 2.</p>

<p>6.8 Safety of Electrical Equipment</p> <p>6.8.1 You must ensure that all electrical systems are adequately constructed and maintained so as to prevent danger, so far as is reasonably practical, in accordance with the Electricity at Work Regulations 1989.</p>	<p>To aid with the compliance of the regulations please see details in the attached Appendix A, item 3.</p>
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7. ANIMAL WELFARE ACT 2006

Licence Condition	Guidance
<p>7.1 Duty of Care Requirements</p> <p><i>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 for that animal.</i></p> <p><i>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.</i></p>	

8. OTHER REQUIREMENTS

Licensees and Staff should make themselves aware of current relevant legislation and guidance which affects both staff and dog welfare as well as to ensure full compliance.

Licence Condition	Guidance
<p>8.1 Other Current Relevant Legislation & Codes of Practice</p> <p>Licence holders and staff must also be aware of current Animal Welfare and Dog Breeding legislation to enable full compliance with the conditions.</p>	<p>List of current relevant legislation</p> <ul style="list-style-type: none">◆ Dangerous dogs Act 1991 (as amended)◆ Animal Welfare Act 2006◆ Code of Practice for the Welfare of Dogs – Welsh Assembly Government◆ Control of Dogs Order 1992◆ Welfare of Animals (Transport) (Wales) Order 2007

OTHER MATTERS RELATING TO THE OPERATION OF A LICENSED ESTABLISHMENT.

1. APPEALS PROCEDURE

Animal Boarding Establishments Act 1963 Section 1(4)

Any person aggrieved by the refusal of a local authority to grant such a license, or by any condition subject to which such a license 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 license or as the case may be, with respect to the conditions subject to which a license is to be granted as it thinks proper.

2. 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 license 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 may be covered by other legislation.

The following matters must be considered:

1. Access for Fire Fighting and Water Supplies - There should be good access for fire fighting 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 90m².
 - 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 conform 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 fire fighting 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 stationery office or via the Department for Communities and Local Government website (www.communities.gov.uk).

3. HEALTH AND SAFETY

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

Please see the guide, "Health and safety made simple". This guide makes life easier for licensees, by providing the basic information on what they need to do in one place. It will help them get started in managing health and safety in their business.

For some work activities there may be extra things licensees need to do to make sure they 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. Licensees can also contact the health and safety team on 01495 235340 or by www.foodhealthandsafety. The "Health and Safety made simple" leaflet can be downloaded by following this link: <http://www.hse.gov.uk/pubns/indg449.pdf>

