

Animal Welfare Document List – Keep or training animals for exhibition

Mandatory:

- **Written Training Policy** for all staff (no staff – keep a log of continuous professional development).
- **Written procedure for Feeding Regime**
- **Written procedure for Cleaning Regime**
- **Written procedure for Transportation**
- **Written procedure for the Prevention of, and Control of the Spread of Disease.**
- **Written procedure for Monitoring and Ensuring the Health and Welfare of all Animals**
- **Written procedure for the Death or Escape of an Animal** (including storage dead animals).
- **Written Procedure in place covering the care of the animals following the Suspension or Revocation of the Licence or during and following an emergency.** There must be a Plan for extrication and housing arrangements for all animals.
- **Written Emergency Plan/Risk Assessment.** To ensure appropriate steps are taken to protect all the people and animals on the premises in case of fire or breakdowns of essential heating, ventilation, aeration and filtration system. Prior to animals arriving at an exhibition location, an emergency plan must be in place. Including recovery and treatment of any escaped animal and evacuation procedures. Any DWA species to be specifically documented. Emergency telephone list including fire service and Police and designated key holder.
- **Written Policy Detailing Contingency Measures in the Event of the Breakdown of a Vehicle used to Transport the Animals.**
- **Risk Assessment Written prior to each Exhibition Event.**
- **A Floor Plan of the Premises** this will be entered on the licence.
- **Schedule of Animals.** Numbers and species to be kept.
- **Public Liability Insurance**

Other Documents to be kept:

- **Procedure provided to staff in case of an incident** involving any venomous animal and a visitor or staff member. Details of staff competency in animal care and sufficient staff numbers.
- **Monitoring of equipment and appliances** accessible to animals to minimise risk of injury, illness and escape. Housing and equipment to be adequate to ensure thorough cleaning and good hygiene standards.
- **Policy in place for monitoring new animals into existing groups.** To be kept separate or together as appropriate.
- **Habituation programme.** Young animals must have opportunities to interact with people, their own and other species. Be habituated to noises, objects and activities. Have a plan in place and appropriate training and introductions to all potential environments and noises.
- **Documented policy for emergencies of extremes of temperature/weather conditions –** both hot and cold.
- **Procedure for adequate isolation**

See Pre-Inspection Guidance – Keep or training animals for exhibition - procedures and Records to be kept (on website: [Animal Welfare and Business Licences - Fenland District Council](#)) for further details and the records to be kept and checked during inspection.

Schedule 2. [The Animal Welfare \(Licensing of Activities Involving Animals\) \(England\) Regulations 2018 \(legislation.gov.uk\)](#)

Schedule 7. [The Animal Welfare \(Licensing of Activities Involving Animals\) \(England\) Regulations 2018 \(legislation.gov.uk\)](#)