



# Licence Conditions for Catteries

The Animal Boarding Establishments Act 1963

## **CAT BOARDING ESTABLISHMENTS**

Cat Boarding Licences are administered by The Environmental Health & Trading Standards

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## The main legal requirements

There are two main pieces of legislation that attention should be drawn to, namely; the Animal Boarding Establishments Act 1963, and the Animal Health & Welfare (Scotland) Act 2006.

### **Animal Boarding Establishments Act 1963**

The 1963 Act requires anyone who wishes to keep a boarding establishment to be licensed by the local authority and abide by the conditions of the licence. If they do not they are in breach of the law.

In particular the local authority will consider the ability of the establishment to ensure:

- accommodation is suitable as respects construction, size, number of occupants, exercising facilities, temperature, lighting, ventilation and cleanliness,
- adequate supply of suitable food, drink and bedding material for the animals and that they are adequately exercised, and visited at suitable intervals,
- all reasonable precautions are taken to prevent and control the spread of infectious or contagious diseases, including the provision of isolation facilities,
- appropriate steps are taken for the protection of animals in the case of fire or other emergency,
- a detailed register is maintained of any animals received into the establishment that is available for inspection at all times.

### **Animal Health & Welfare (Scotland) Act 2006**

The 2006 Act set out which animals are protected. This includes any animal (vertebrate) other than man which is commonly domesticated in the British Isles, or under the control of man whether on a permanent or temporary basis, or is not living in a wild state. Thus cats and kittens are protected by this piece of legislation.

The 2006 Act sets out who can be found to be responsible for an animal and this includes on a permanent or temporary basis as well as being in charge of it or owning it. Therefore, the establishment owner as well as their employees can be found liable under this piece of legislation.

The 2006 Act sets out offences concerning unnecessary suffering. An offence is committed here if someone's act, or failure to act, causes an animal to suffer, whether the person knew (or ought to have reasonably known) that the act (or failure to act) was likely to cause such suffering - it is still an offence as the suffering was unnecessary. An offence can also be committed whereby someone permits this to happen. Again, this can apply to not just employees of an establishment but also an owner. In particular the suffering may be deemed unnecessary if it could reasonably have been avoided or reduced, if it was not in compliance with relevant legislation, licence, or codes of good practice, if it was not for a legitimate purpose, if it was not proportionate, if it was not the conduct of a reasonably competent and humane person. No one under the age of 16 years can be deemed to be responsible for an animal.

The 2006 Act states that those responsible for animals have a duty to ensure reasonable steps are taken to ensure the welfare needs of the animals are met to the extent required by good practice. This includes:

- its need for a suitable environment,
- its need for a suitable diet,
- its need to be able to exhibit normal behaviour patterns,
- any need it has to be housed with, or apart from, other animals, and
- its need to be protected from pain, suffering, injury and disease.

Other Legislation which is relevant to the running of a boarding cattery includes, but is not restricted to the following:

- The Regulatory Reform (Fire Safety) Order 2005
- 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
- Town & Country Planning Act 1990
- Welfare of Animals (Transport) (Scotland) Regulations 2006
- Regulation on the protection of animals during transport (EC) 1/2005

### **The Cattery**

Poor housing has a substantially negative impact on both the health and wellbeing of cats. Housing systems must be suitable for the needs of the species in question. The cattery must be designed, built and managed to provide safe, disease free, comfortable, clean, draught free, animal friendly conditions, which are minimally stressful and which offer environmental choice for the animal, sensory stimulation, physical and mental exercise.

The correct design and construction of a cattery is vital to prevent escape, minimise disease spread and stress to the cats, and to make maintenance and hygiene management straightforward and achievable by cattery proprietors.

**The licence conditions set out in this document are the basic minimum standards considered necessary to ensure the health, safety, and welfare of cats within catteries. It is a living document which will be revised from time to time to take into account new knowledge of animal physiology and behaviour as well as advances and development in standards.**

**The licence conditions detailed in this document must be complied with in order to maintain an Animal Boarding Establishment Licence for a Cattery.**

## **LICENSING CONDITIONS AND GUIDANCE FOR CAT BOARDING ESTABLISHMENTS**

### **1.0 GENERAL CONDITIONS**

- 1.1 A copy of the licence and its conditions must be suitably displayed to the public in a prominent position. If displayed externally the licence and its conditions should be protected from the weather. Preferably the licence should be displayed in the reception area.
- 1.2 Adequate insurance indemnity should be arranged by the operator of the premises. Employers Liability Insurance is mandatory for premises that employ staff. All certificates of insurance must be prominently displayed.
- 1.3 Access shall be permitted to any authorised officer of the Licensing Authority at any time and all reasonable directions and requirements of such officer or the Licensing Authority shall be complied with.
- 1.4 The licence holder must surrender the licence if and when called upon to do so by the Licensing Authority.

### **2.0 PAPERWORK**

Maintaining appropriate paperwork is essential to obtaining and retaining a Cattery Licence. The following documents must be submitted on application for new licences and annually at renewal of the licence for all premises:

- Standard Operating Procedure detailing how the cattery will be run, including:
  - Day to day routine for the management of the cats;
  - Daily cleaning and cleaning between different cats;
  - Cleaning of equipment used;
  - Accommodation temperature control.
- Copy of medicine record sheet;
- Emergency and Evacuation Plan (see section 37);
- Insurance certificate/s;
- A plan of the boarding establishment. This must include a sketch of how the premises are laid out including details of the ventilation system, plumbing, finishes of floors, walls and ceilings. The plan should include measurements of cat sleeping/ exercise areas.

For premises employing staff the following additional paper work must also be submitted on application for a new licence and annually at renewal:

- System of recording observation of animals;
- Staff training manual;
- Documented evidence of staff training and reviews.

### **3.0 NUMBER OF CATS PERMITTED**

- 3.1 The maximum number of cats to be kept at any one time is stated on the licence and must not be exceeded without the written consent of the Local Authority.

- 3.2 Each cat must be provided with a separate unit. If more than one cat is to be boarded from the same family, they can be boarded in the same unit if it is of adequate size and written consent from the cat's owner has been obtained. Where sharing occurs cats must be provided with separate beds, litter trays, feeding dishes etc.
- 3.3 No animals other than cats are to be boarded within the licensed facilities without the written approval of the local authority.

#### **4.0 TRAINING**

- 4.1 All staff that handle and care for cats must be adequately trained in ensuring the cats' welfare as well as their safe handling. Staff must also be trained in emergency procedures to follow, and all other aspects of the licence conditions which are pertinent to their work.
- 4.2 Obtaining relevant qualifications is strongly recommended for licence holders and staff.
- 4.3 Written policies and procedures must be put in place detailing how the cattery will be run to ensure all aspects of the welfare of cats and staff. A systematic training programme must be implemented including provision of evidence of its use. (Any person who works in the establishments either on a paid or voluntary basis should be subject to training.) There must be documented evidence of regular reviews of the training.

#### **5.0 SUPERVISION / RESPONSIBILITY**

- 5.1 The cattery proprietor or a responsible person over the age of 18 years should always be present to exercise supervision and deal with any emergencies whenever cats are boarded at the premises.
- 5.2 An emergency contact number must be clearly displayed at the entrance to the cattery.

#### **6.0 CATTERY DESIGN**





- 6.1 Cattery design usually falls into three categories (illustrated examples of the three types are included in Annex A at the end of this document):
- **Outdoor** – catteries with indoor sleeping accommodation and individual covered outdoor exercise runs – accessed individually from a covered outdoor safety corridor.
  - **Semi-outdoor/indoor** – catteries with indoor sleeping accommodation and individual covered outdoor exercise runs – usually accessed individually from a common indoor safety corridor.
  - **Totally indoor** – catteries with indoor sleeping accommodation and indoor exercise runs – usually accessed individually from a common indoor corridor.

**7.0 SLEEPING ACCOMMODATION**

- 7.1 Cats need separate sleeping accommodation which in most cases (except some indoor catteries) are separate from the exercise run and provide somewhere for the cat to hide away. Where the unit is totally indoors a fully enclosed box/bed would be suitable. In indoor systems there should be an appropriate hide for each cat. (See section 30.4)
- 7.2 A cat must have free access between the sleeping accommodation and exercise run so that it can easily and safely access all parts of its unit. A cat flap allows free access to the exercise run whilst maintaining an indoor temperature.
- 7.3 Most designs fall within the guidelines detailed here:

**Full-height unit** – cat sleeping accommodation in the form of a full-height ‘shed’ which opens into the exercise run and is accessed via a full-height door.

**Penthouse unit** – cat sleeping accommodation in the form of an enclosed raised ‘box’ which opens into the exercise run and is accessed via a ramp from the cat flap. It can also be accessed by opening the front door(s) to the box.

Full Height Sleeping Accommodation	Penthouse Sleeping Accommodation
 <p data-bbox="368 1417 751 1447">Timber full height walk-in unit</p>	 <p data-bbox="948 1417 1315 1447">Timber penthouse style unit</p>
 <p data-bbox="368 1944 746 1973">UPVC full height walk in unit</p>	 <p data-bbox="903 1951 1358 1980">UPVC penthouse style cattery unit</p>

#### 7.4 **Size of full height walk-in unit sleeping accommodation:**

The following minimum areas and dimensions must be achieved in order to give cats a suitable and appropriate comfortable space and for ease of cleaning and management. The following sizes apply to existing premises, for new builds see section 40.

Existing buildings, floor area and dimension

	Minimum area	Smallest dimension must be a minimum of:	Minimum height
One Cat	0.85m <sup>2</sup>	0.9 m (e.g. 0.90 m x 0.95 m)	1.8 m
Up to two cats	1.5 m <sup>2</sup>	1.2 m (e.g. 1.2 m x 1.25 m)	1.8 m
Up to four cats	1.9 m <sup>2</sup>	1.2m (e.g. 1.20 m x 1.60 m )	1.8 m

#### 7.5 **Size of penthouse sleeping accommodation (an enclosed boxed sleeping area raised off the ground)**

The following minimum areas and dimensions must be achieved in order to give cats a suitable and appropriate comfortable space and for ease of cleaning and management. The following sizes apply to existing premises, for new builds see section 40. Facilities must be easily accessible and provide safe easy access (ramp/steps) to the penthouse. Extra consideration may be needed for elderly, ill, very young or disabled cats.

Existing building floor area & dimensions

	Minimum area	Smallest dimension must be a minimum of:	Minimum height
One Cat	0.85m <sup>2</sup>	0.9 m (e.g. 0.90 m x 0.95 m)	1.0 m
Up to two cats	1.1 m <sup>2</sup>	0.9 m (e.g. 0.90 m x 1.20 m)	1.0 m
Up to four cats	1.7 m <sup>2</sup>	0.9 m (e.g. 0.9 m x 1.90 m )	1.0 m

#### 7.6 **Combined sleeping and exercise areas**

Some indoor catteries combine sleeping and exercise areas within a single unit (rather than having a separate, walled sleeping area).

Where a separate walled sleeping area is not provide, the minimum dimensions of the unit must total the sum of the exercise and sleeping areas as detailed in sections 7.4 and 8.8.

### **8.0 EXERCISE RUN**

8.1 Exercise run is a space in addition to and not including sleeping accommodation

8.2 Any part of the run to which the cat has access must be easily cleanable and not damaged by scratching. Where wood is used in existing premises, any damaged/scratched areas cannot be replaced with wood. They must be replaced with a smooth impervious material. Wood is not permitted to be used in new premises.

- 8.3 The floor must be finished to produce a smooth, impervious surface and all surfaces must be capable of being cleaned and disinfected. There must be no open gaps if using concrete slabs or tiling.
- 8.4 Junctions between vertical and horizontal sections should be coved and / or sealed.
- 8.5 Where cats have access to mesh (catteries with gaps rather than sneeze barriers), the diameter of the wire must not be less than 1.6 mm (16 gauge welded mesh). Mesh size must not exceed 25 mm in one direction and should be positioned on the inside of the framework of runs to prevent damage of uprights by cats scratching.
- 8.6 All exercise runs must be roofed to provide protection from the elements.
- 8.7 Communal exercise areas must not be used
- 8.8 The exercise run must be large enough to allow cats to play/exercise. See table below for sizes.

**Size of exercise run for full height walk-in unit and penthouse style unit.** The following sizes apply to existing premises, for new builds see section 40.

Existing buildings, floor area and dimensions

	Minimum area	Smallest dimension must be a minimum of:	Minimum height
One cat	1.65m <sup>2</sup>	0.9 m	1.8 m
Up to two cats	2.2 m <sup>2</sup>	0.9 m	1.8 m
Up to four cats	2.8 m <sup>2</sup>	1.20 m	1.8 m

## 9.0 **SHELVES**

- 9.1 Shelves or raised areas are important to allow cats to rest high up where they feel more secure (usually between 0.75 and 1.5 m above the ground)
- 9.2 Shelving must be made of impervious, easily cleanable materials.
- 9.3 There must be a shelf or facility for providing a raised area in the exercise area.
- 9.4 All resting areas/shelving must be large enough for each cat to lie on.
- 9.5 Extra help (e.g. steps) to provide safe easy access to the shelf for elderly, ill, very young or disabled cats must be available if required.

## 10.0 **ACCESSING THE CAT UNITS**

- 10.1 There must be an escape-proof area (safety corridor/entrance lobby) at the exit of each cat unit. An enclosed area (safety corridor/entrance lobby) is essential to ensure that if cats manage to slip out from their individual cat unit, they are still kept safely inside the cattery.



- 10.2 For catteries where there are facing units accessed by an indoor corridor, the corridor must be at least 1.2 m wide, or the doors of the units must be solid or have sneeze barriers.
- 10.3 At the end of the safety corridor there must be a securable door through which the inside of the cattery can be viewed from the outside and this must be kept closed when not in use.
- 10.4 The door from the cat unit to the safety corridor must be escape-proof, securable and strong enough to resist impact and scratching and kept closed at all times.
- 10.5 Each unit must have a securable, full height door for access.
- 10.6 The outdoor safety corridors must be roofed.
- 10.7 External doors/gates must be lockable and staff must have easy access to keys in case of emergency. It is recommended that a set of spare keys are provided to a nominated key holder and that the local authority be informed of this individual's contact details.
- 10.8 Sufficient lighting must be provided in the safety corridor to illuminate all year round. Where practicable this should be natural light during the day.
- 10.9 The safety corridor must not be used as an exercise area.
- 10.10 Each unit must be designed to allow staff to access and clean all parts of the cat unit safely.
- 10.11 Each unit must be clearly marked (e.g. numbered) and a system put in place which ensures that relevant information about the cat in that unit is readily available.

## **11.0 PHYSICAL CONSTRUCTION AND INTEGRITY**

- 11.1 Where wood is used in existing premises, any damaged/scratched areas cannot be replaced with wood. They must be replaced with a smooth impervious material. Wood is not permitted to be used in new premises in any area with which cats may come into contact. Any wood used structurally must be appropriately clad.
- 11.2 The cattery must be safe, secure and free from hazards, to minimise any chance of injury to a cat or escape of a cat.
- 11.3 The cattery must be structurally sound.
- 11.4 The cattery must be constructed of materials that are robust, safe and durable and be well maintained in good decorative order and repair.
- 11.5 Materials used in construction or maintenance must not expose cats to any harmful chemicals.
- 11.6 The cattery must be built in compliance with good building practice (e.g. local authority guidelines), on a concrete base with a damp proof membrane. Where Building Regulations apply these must be adhered to.

- 11.7 There must be no sharp edges, projections, rough edges or other hazards which present risk of injury to a cat.
- 11.8 Windows must be escape-proof at all times.
- 11.9 Doors must have secure latches or other closing devices.
- 11.10 All wire mesh/fencing must be strong and rigid and kept in good repair to provide an escape-proof structure.
- 11.11 Any storage areas must be dry and free from vermin.
- 11.12 Electrical equipment must be installed in line with current legislation and maintained in a safe condition.

## **12.0 INTERIOR SURFACES**

- 12.1 For disease prevention units must be easy to clean and disinfect.
- 12.2 All interior surfaces i.e. any area the cats have contact with must be durable, smooth and impervious, capable of being cleaned and disinfected, and be kept in good decorative order and repair.
- 12.3 Where concrete or other building blocks or bricks are used, they must be sealed to be smooth and impervious.
- 12.4 Surfaces which are peeling, scratched, chipped or in disrepair must be repaired immediately or resealed to an acceptable standard, or replaced.
- 12.5 Ceilings must be capable of being easily cleaned and disinfected.
- 12.6 Junctions between sections must be coved or sealed.

## **13.0 SNEEZE BARRIERS**

- 13.1 For disease control it is important to ensure that cats from different households cannot come into direct contact with one another or sneeze on each other. There must be full height, full width, sneeze barriers between units. Alternatively, some catteries have gaps between units (minimum 0.6 m).
- 13.2 Where necessary sneeze barriers must be in place on all outside walls to prevent contact with animals from outside the cattery.

## **14.0 FLOORING**

- 14.1 Floors must be finished to produce a smooth impervious, non-slip, solid surface and all surfaces must be capable of being easily cleaned and disinfected. There must be no open gaps if using concrete slabs or tiling.

## **15.0 ROOFING**

- 15.1 There must be a safe, secure, waterproof roof over all of the cat units (sleeping accommodation and run) and the safety corridor. In outdoor catteries materials used in roofing the runs must be capable of filtering UV light and providing adequate shade.

## **16.0 LIGHTING**

- 16.1 There must be adequate lighting in the cat unit. Lighting enables adequate observation of the animals, cleaning and working in the cattery.

## **17.0 VENTILATION AND HUMIDITY**

- 7.1 Fresh air is essential for the maintenance of good health and well-being as well as limiting the spread of infectious disease. Proper ventilation removes heat, dampness, odour, airborne microbes and pollutant gases such as ammonia. Ventilation must be appropriate all year round (both cool in hot weather and avoiding cold draughts in winter). Localised draughts in the sleeping accommodation must be avoided.

## **18.0 TEMPERATURE**

- 18.1 Cats like warmth and some indoor cats are used to high ambient temperatures. In a cattery the cat needs an adequate ambient temperature and additional heating facilities if this cannot be guaranteed at times of excessively cold weather. Breed, body condition, medical condition, coat and age can affect an individual's ability to maintain its body temperature.
- 18.2 There must be a means of measuring and monitoring (maximum and minimum) temperatures representative of the temperature in the cat sleeping accommodation. Where cats are kept in indoor catteries where by the temperature is controlled by a central heating system, there must be a means of measuring and monitoring the ambient temperature in the cattery. Where cats are kept with outdoor runs individual monitoring and measuring will be required.
- 18.3 Insulation and temperature regulation in the cattery must aim to keep the ambient temperature in the cat sleeping accommodation above an absolute minimum of 10°C.
- 18.4 There must be part of the cat's sleeping accommodation where the cat is able to enjoy a minimum temperature of 15°C. Additional heating can be provided in the form of heated beds, heated pads or similar but these must not be the main source of heat for the cats. Use should be tailored to the needs of individual cats.
- 18.5 The cat must be able to remove itself from the source of heat.
- 18.6 Heaters must not be sited in a manner or location where they present a risk of burning or electrocution to cats or humans, or a risk of fire.
- 18.7 Open flame appliances must not be used.
- 18.8 All heating equipment must be installed and maintained in a safe condition.

- 18.9 Any sockets in the sleeping accommodation must be waterproof and as far out of reach of cats as possible.
- 18.10 There must be a policy in place for dealing with high temperatures and a means of keeping cats cool.

## **19.0 DRAINAGE**

- 19.1 Drainage must be effective to ensure there is no standing water / pooling of liquids in the cattery, as this can be a reservoir for infectious agents.
- 19.2 Waste water must not run off into adjacent pens.
- 19.3 Any drain covers in areas where cats have access must be designed and located to prevent toes/claws from being caught.

## **20.0 LITTER TRAYS**

- 20.1 Cats are meticulous animals and a dirty litter tray may deter use. Natural behaviour is to scratch in loose material (litter), to dig a hole or cover waste.

A safe and absorbent litter material must be provided. Loose sawdust, shredded or sheet newspaper, or soil, are not considered acceptable as litter material

- 20.2 Litter trays of a suitable size or type must be provided at all times. The tray should be large enough (average size is 30 x 42 cm (12" x 16")) to let the cat turn around and the litter deep enough (a minimum of 3 cm is recommended) to allow digging activity.
- 20.3 Each unit must have space to allow for at least 60 cm separation between the litter tray, resting place and feeding area. This allows cats to sit, rest and eat away from areas where they urinate and defecate.
- 20.4 Trays must be regularly and appropriately cleaned. Trays must be impermeable, easy to clean and disinfect, or be disposable.
- 20.5 In a multiple cat unit the number of trays must be appropriate to the number of cats, i.e. one tray per cat.

## **21.0 BEDDING**

- 21.1 Bedding is important to help animals regulate their body temperature and to keep animals comfortable.
- 21.2 There must be a resting place to provide comfort and warmth which is situated out of draughts.
- 21.3 Soft bedding materials must be provided and adapted if necessary for old, young or infirm cats to help regulate their body temperature.
- 21.4 Bedding must be made of a material that is easy to wash/disinfect, or is disposable.

## **22.0 ISOLATION FACILITIES**

- 22.1 All establishments must have a means of providing isolation that will allow for the care of sick cats which develop signs of infectious diseases, to minimise the risk to other cats. How this is physically provided (ranging from being able to shut off an end unit of the cattery and using a separate door, to having a separate building) may vary. In many catteries the cat is taken straight to the vet (catteries are advised to check with the vet whether this service is available). If not, isolation protocols (below) must be observed.
- 22.2 As soon as illness is noticed in a cat, the cat must be isolated and protocols followed.
- 22.3 The area must provide separate, self-contained facilities for the isolation of suspected infected cats and must have a separate entrance to the rest of the units.
- 22.4 Separate cleaning supplies must be designated for the isolation area only.
- 22.5 Protective clothing and footwear must be worn when handling cats in the isolation facility, and sanitation protocols adhered to, to avoid the transmission of disease. Whilst in use, the clothing should be kept in the isolation unit and not be removed other than for cleaning and disinfection.
- 22.6 Hands must be washed/disinfected after handling cats in isolation and before handling any other cats in the cattery.
- 22.7 Separate feeding and water bowls, litter trays, litter, a dedicated safe cat basket, bedding and cleaning utensils must be stored in the isolation unit ready for immediate use.
- 22.8 Any cats in the isolation facility must be checked regularly and unless a separate person is caring for them, they should be visited after the other cats.
- 22.9 Should a cat need to be removed from its unit, it must be carried in a secure and disinfected cat carrier, and the carrier disinfected after use.

## **23.0 DIET: PROVIDING THE CAT(S) WITH AN APPROPRIATE DIET**

- 23.1 Fresh water must be available at all times. Clean water must be provided daily in a clean container or changed sooner if it is visibly soiled. Fresh clean water and a suitable diet are basic nutritional requirements for physical health. Water is especially important for cats fed on dry food. Cow's milk should not be fed to cats because many cats have lactose intolerance. Wide water bowls allow cats to drink without bending their whiskers.
- 23.2 Cats have very specific dietary needs which can vary, dependent on a number of factors (i.e. age, health status, activity, weight). However, all cats are obligate carnivores and require a well-balanced, meat-based diet to stay fit and healthy. The type of food, specific diet or prescription diet is usually by agreement with the owner.
- 23.3 Food and water must be kept separate (joint feeding and water bowls must not be used).

- 23.4 Water must be positioned well away from the litter tray, as cats will not drink if it is placed too close to a toilet site.
- 23.5 Adequate water bowls must be provided for multi-cat units.
- 23.6 Water bowls must be easy to clean/disinfect.

#### **24.0 FEEDING AND KITCHEN FACILITIES**

- 24.1 For healthy adult cats at least two meals a day must be offered at a minimum of 8 hours apart, as appropriate to the individual's requirements. Kittens, or cats with additional needs, will need more frequent feeding. The feeding of raw food diets is not recommended due to the risk of bacterial and parasite contamination and the public health risk.
- 24.2 Cats should not remain inappetent (not eating) for longer than 2 days without seeking veterinary advice.
- 24.3 Food must be unspoilt, palatable, and free from contamination.
- 24.4 Unconsumed wet or fresh food must be removed before it deteriorates, and before the next feed time. Dry food can be fed as indicated by the manufacturer.
- 24.5 All food must be positioned well away from the litter tray, (minimum 60cm), as cats will not eat if it is placed too close to their toilet site
- 24.6 One feeding bowl must be provided per cat.
- 24.7 There must be a separate area for the storage and preparation of food. Clean, safe containers must be provided for the storage of foods and must be insect and rodent proof
- 24.8 Refrigeration facilities must be provided.
- 24.9 A sink with hot and cold water must be provided for the washing of food equipment and eating and drinking vessels. Ideally this would be separate from facilities for washing litter trays.
- 24.10 Food bowls must be non-porous and easy to clean and disinfect.
- 24.11 Food intake must be monitored daily and any problems recorded. Cats displaying marked weight loss/gain must be evaluated by a vet and treated as necessary.
- 24.12 Veterinary advice must be followed if feeding debilitated, underweight or ill cats, or those with specific dietary requirements.

#### **25.0 HEALTH AND WELFARE: Protecting the cat(s) from pain, suffering, injury and disease**

- 25.1 In order to keep cats healthy the proprietor needs to have an organised system for registering and monitoring all cats at the cattery.

- 25.2 It is recommended that a late-night round be carried out to check on all cats, heating etc.
- 25.3 The well-being of the boarded cat is paramount. It is recommended that all cats are weighed on entry and exit from the cattery. This allows the proprietor to monitor any changes and provides information should clients challenge the cat's condition on their return. This is especially important for older cats and kittens. Geriatric, ill or debilitated cats should also be monitored more closely for appropriate management.
- 25.4 It is recommended that cats that are boarded for longer than 2 weeks are weighed every 2 weeks, and older cats and kittens weighed weekly, and records kept.
- 25.5 All cats must be observed regularly throughout the day (no more than 4 hours apart during the working day), or as necessary for the individual health, safety and welfare of each cat. Cats must be checked daily for signs of illness and/or injury and to ensure that their needs are being met. Any signs of ill health or unusual behaviour must be recorded and advice sought without delay.
- 25.8 Presence or absence of faeces and urine in trays must be noted daily. Any signs of abnormalities in excreta must also be noted or acted upon as appropriate.

## **26.0 DISEASE CONTROL**

- 26.1 Cats are vulnerable to a range of serious infectious diseases, therefore disease control and rapid response to any signs of illness is critical. The potential for infectious disease problems escalates where many cats are kept together and a cat's immune system can also be affected by stress.
- 26.2 Infectious agents are spread in various ways –
- Feline leukaemia virus (FeLV) and feline immunodeficiency virus (FIV) need direct contact between cats, which should not occur in the boarding situation.
  - Cat flu viruses such as feline herpesvirus [FHV], feline calicivirus [FCV], and other respiratory pathogens such as Bordetella bronchiseptica, are spread in sneeze droplets, on hands, clothes, shoes, equipment and environment.
  - Feline parvovirus (aka feline infectious enteritis (FIE)) can be spread on hands, clothing and shoes, litter trays and environment, and can remain in the environment for a long time.
  - The source of feline parvovirus (FIE) is faeces from an infected cat and several other agents are spread via contact with other cats' faeces/litter trays and include Coronavirus, Salmonella and Campylobacter etc. Ringworm spores can remain infectious in the environment for prolonged periods of time.
- 26.3 Preventing cat-to-cat contact, ensuring excellent hygiene protocols and management protocols to minimise stress can reduce the risk of disease spread.
- 26.4 The movement of people through the cattery should be minimised and supervised. Cross contamination through direct contact should be avoided.
- 26.5 Cats must remain in their assigned unit and not be moved to other units (rotation) or to a holding unit for cleaning purposes, except for moving to an isolation facility.

- 26.7 Standard operating procedures (SOPs) must be in place and followed to prevent spread of disease, and staff trained in these procedures.
- 26.8 Facilities must be provided for the proper reception, containment and disposal of all waste and meet with local authority approval. Arrangements for uplift of waste should be approved by the local authority.

## **27.0 HYGIENE PRACTICES**

- 27.1 Proper cleaning and disinfection helps to reduce the spread of infectious disease to both animals and people. Cats are particularly susceptible to poisoning from phenolic compounds (those that turn cloudy when added to water), therefore these must not be used.
- 27.2 Cleaning and disinfectant products - Products must be suitable to use and effective against the pathogens, (especially feline parvovirus (FIE) and ringworm)) for which the cats are at risk and under the conditions present in the environment in which they are used.
- 27.3 Cleaning agents and disinfectants must be non-toxic to cats.
- 27.4 The compatibility of different bactericides, fungicides and virucides (if used together and/or with a detergent) must also be taken into account.
- 27.5 Manufacturers' recommended guidelines for use, correct dilutions and contact time for use in cleaning and disinfection products must be followed. Standing water must not be allowed to accumulate in areas around the cat units due to the possibility of pathogens residing in these moist environments.
- 27.6 Litter tray hygiene is very important as cats may refuse to use trays if they are soiled; faeces are also a high risk source of infection for some feline diseases.
- 27.7 Cats prefer clean, comfortable dry bedding. Bedding should not be a source of infection.
- 27.8 Cats can ingest infective agents from dirty dishes and may excrete viruses themselves in saliva. Clean and disinfected dishes reduce the risk of disease.
- 27.9 On a daily basis (and more often if necessary) the unit needs to be spot cleaned and any obvious food or waste removed, and all excreta and soiled material removed from all areas used by cats.
- 27.10 Food and water dishes need to be cleaned and disinfected, but not at the same time in the same sink or area as litter trays or other items soiled with body waste. If only one sink is available, strict protocols need to be in place between use to ensure adequate disinfection after cleaning litter trays and before cleaning dishes, as faeces is the major source of many infective pathogens. Sinks need to be disinfected thoroughly between uses.
- 27.11 There must be cleaning and disinfection routines in place for day-to-day management of the cats and for ensuring a cat unit and all equipment is cleaned and disinfected effectively before a new cat comes in.



- 27.12 Each unit must be supplied with its own dustpan, brush and scoop, to be used exclusively in, and kept in that unit, until departure of the cat, and then cleaned and disinfected before re-use, or disposed of prior to the next resident. Alternatively, there must be a working protocol in place for the cleaning of equipment used.
- 27.13 Litter trays must be emptied and cleaned and disinfected at least once a day, or more frequently as necessary.
- 27.14 Grooming equipment must either be cleaned and disinfected between use on different cats, or be disposable. If provided by the owner, it must only be used on that cat and must be sent home with the cat.
- 27.15 Toys and scratch posts must be cleaned and disinfected between use for different cats, disposed of, or returned to the cat's owner (if they came in with the cat).

## **28.0 VACCINATION, FLEAS, WORMS, AND OTHER PARASITES**

- 28.1 Cats coming to the cattery must have vaccinations against appropriate diseases. An up-to-date veterinary health record must be seen to ensure that cats boarded have current vaccinations against feline parvovirus (feline infectious enteritis) (FIE)) and against feline respiratory viruses (feline herpes virus and feline calicivirus). Proof of vaccination must be kept onsite for the duration of the animal's stay. Vaccination (including boosters) must have been completed, at the very least, 2 weeks before the cat's arrival in order to ensure maximum protection. Homoeopathic vaccination is not acceptable as it will not protect against infectious diseases. (Occasionally there will be veterinary advice on a specific cat regarding vaccination and its health status and this should be taken into account).
- 28.2 If owners have treated their cats for worms and fleas before entry to the cattery, the proprietor should note when this occurred and what products were used.

## **29.0 VETERINARY TREATMENT AND HEALTH CARE**

- 29.1 Access to veterinary care is vital for the cat, should it be required.
- 29.2 If medication is necessary, it should only be used for the cat for which it is prescribed and following a veterinary surgeon's instructions.
- 29.3 A veterinary practice must be appointed for the establishment. The name, address and telephone number of the establishment's veterinary service must be displayed in a prominent position for staff.
- 29.4 Where cats require wiping of eyes, grooming or other cleaning regimes, these must be carried out frequently enough to keep the cat clean and comfortable providing it is safe to do so.
- 29.5 When a cat is suspected of being ill or injured (staff should be trained to recognise when a cat requires veterinary care), a veterinary surgeon must be contacted for advice immediately. Any instructions for treatment given by a veterinary surgeon must be strictly followed with further advice sought if there is ongoing concern.

- 29.6 Medicines must be stored safely, securely, at the correct temperature and labelled correctly according to manufacturer's instructions. Any unused medications must be returned to the owner or prescribing vet.

### **30.0 GENERAL POINTS ON CAT BEHAVIOUR**

- 30.1 Good welfare depends on meeting both the mental and behavioural needs of cats, as well as their physical needs. How a cat behaves can indicate how successfully an individual is coping in its environment.

Physical and mental health can affect cat behaviour. Cats are intelligent, active creatures but changes can upset them, as can being off their own territory. Some cats can become stressed or bored in a boarding situation. This can lead to poor appetite, shedding viruses or greater susceptibility to disease. Staff should be appropriately trained to recognise common behaviours and behaviour changes. A cat should never be punished as this is likely to make it more nervous or scared. A regular routine will help cats to predict what is going to happen. Ideally cats should be able to view the outdoors and have an interesting outlook. The behaviour of individual cats must be monitored on a daily basis and abnormalities or changes noted and acted upon if necessary.

- 30.2 Cats must be able to access different levels within the unit.
- 30.3 Cats must be given the opportunity for play and exercise.
- 30.4 Hiding places - Hiding is a behaviour that cats can use to help them cope with changes in their environment. Cats hide to avoid interactions with other cats or people, or stressful situations. Providing cats with places to hide can reduce stress and can be as simple as providing a cardboard box, an igloo-type bed or other structures within the unit.
- 30.5 Play - encouraging cats to play can be a good way of keeping them active. Cats are playful animals (but individuals vary in their desire to play) and enjoy playing with toys (especially those which mimic prey), and with people. Cats have a need to express the innate predatory behaviour which is natural for them and therefore show most interest in toys that mimic prey. Environmental enrichment such as changing toys regularly can reduce boredom.
- 30.6 Any toys provided must be safe and be disinfected between use in the cattery, or disposed of. If provided by the owner toys must be kept within that cat's unit and used solely for that cat and returned to the owner at the end of the cat's stay.
- 30.7 Scratching - Cats are highly motivated to show scratching behaviour and naturally use objects to scratch to mark their territory, strengthen their muscles and sharpen their claws. Cats often prefer scratch posts tall enough for the cat to use fully stretched. Cats must be provided with suitable facilities for scratching. Any surface available for scratching must either be disinfected between use for different cats, or disposable. If provided by the owner it must be kept within that cat's unit and used solely for that cat and returned to the owner at the end of the cat's stay.

### **31.0 HANDLING CATS**

- 31.1 Hygiene protocols must be observed between handling cats. Hands must be washed/ disinfected or hand sprays or alcohol gel used between handling of each cat.
- 31.2 Hand sanitiser dispensers should be available in all cat care areas and should only be used on clean hands. It should be noted that hand sanitisers are ineffective against some of the more dangerous pathogens (e.g. calicivirus) and cannot be relied upon as the sole means of hand sanitation. Washing of hands thoroughly or wearing of disposable gloves is preferable.
- 31.3 Fresh protective garments should be worn when handling vulnerable individuals. Kittens and young cats should be handled before adult cats. Protective garments must be changed and laundered with an appropriate disinfectant/ disposed of immediately after handling a cat with a suspected infectious disease.

### **32.0 LONG STAY CATS**

- 32.1 Occasionally cats stay in a boarding cattery for periods over 3 weeks and these cats require special consideration such as environmental enrichment, regular health checks and extra attention from staff.
- 32.2 A Standard Operating Procedure (SOP) must be in place explaining how to ensure the health and welfare of long-term stay cats.

### **33.0 NOISE**

- 33.1 Cat hearing is more sensitive than human hearing and thus noise levels uncomfortable for humans are likely to be very uncomfortable for cats. Excessive noise contributes to adverse behavioural and physiological responses. Cats are adversely affected by the sound of barking dogs. The cattery environment should be as calm and quiet as possible with noise producing equipment located as far away from animals as possible. Cats must not be exposed to excessive noise of barking dogs or other excessive/continuous noise.

### **34.0 COMPANY: PROVIDING THE CAT (S) WITH THE APPROPRIATE COMPANY**

- 34.1 It is important from a welfare perspective to ensure that any need that a cat has to be housed, with or apart from, other animals, is met. The cat is by nature a solitary animal, and contact with or seeing unfamiliar/strange cats can be very stressful.

Most adult cats will only be friendly to siblings or certain other cats they live with. Strange cats are usually avoided. Cats can find the presence of other cats very stressful and can suffer if they cannot avoid cats with whom they are not familiar or do not like. Housing cats at high densities increases the potential for them to be stressed.

- 34.2 Only cats from the same household may share a unit.

- 34.3 Where possible cats must be able to avoid seeing other cats by being provided with hiding places and translucent (allowing light to pass through, but only diffusely, so that objects on the other side cannot be clearly distinguished) barriers between units. (See New Build).
- 34.4 Cats from different units must not share exercise runs or an exercise area either at the same time or sequentially.
- 34.5 Human company and interactions - most cats enjoy and benefit from human company, but prefer to interact with people on their own terms. Cats socialised to humans can find human company stimulating and may show signs of stress when this interaction is decreased. However, other cats will prefer minimum contact. Cattery staff should find out from the owner and monitor each cat to ascertain how much human contact it wants and adapt to provide this. A cat should never be forced to interact with a person/people, and a facility should be provided for a cat to avoid people should they wish.
- 34.6 Scruffing of cats (picking up a cat by the scruff of its neck) should not be done except as an absolute last resort. Cats must always be handled humanely and appropriately to suit the requirements of the individual cat.

## **35.0 MULTI-CAT UNITS**

- 35.1 Proprietors have a responsibility to monitor units where more than 1 cat is housed. Even though these cats originate from the same household, cats sharing a home may not necessarily get on well, especially when confined. Therefore proprietors must monitor cats to ensure that they are not experiencing stress/distress/aggression from another cat. Only cats from the same household can share a unit.
- 35.2 For any multi-cat unit (cats from the same home) cats must be monitored and consent obtained from the owner for separating cats, should problems arise (e.g. cats fighting or 'stressed').
- 35.3 There must be multiples of all resources (food and water bowls, litter trays and sleeping areas, depending on the number of cats, to ensure that some cats cannot monopolise resources and prevent the others from accessing them.
- A separate bed must be provided for each cat;
  - A separate hiding place must be provided for each cat e.g. a cardboard box, igloo bed;
  - Separate feeding bowls (not double feeders) must be provided for each cat;
  - Several sources of water must be provided if multiple cats are housed.

## **36.0 KEEPING RECORDS**

- 36.1 A register must be kept of all cats boarded and available to key members of staff and to local authority inspectors if requested. Records should be backed up and records kept for a minimum of 24 months. It is also useful to know if cats are insured, should problems occur.

The information kept must include the following:

- Actual date of arrival and departure.
- Name, sex, description of cat and microchip number.

- Number of cats sharing from same household.
- Name, address, phone number and email of owner (including emergency contact details).
- Name, address, email and phone number of emergency local contact (who is able to take the cat if necessary).
- Cat's veterinary surgeon.
- Cat's diet and relevant requirements.
- Cats' relevant medical history.
- Consent forms e.g. veterinary treatment, consent to share or separate cats if needed, record of baskets/toys etc. left at the cattery (Check vet consent forms i.e. own vet or designated vet if not in area).
- Record of vaccination.
- Any medical treatment must be recorded and visible to prevent misdosing.

### **37.0 FIRE AND OTHER EMERGENCIES**

- 37.1 Fire and electrical safety certificates should be available for inspection.
- 37.2 There must be a written emergency plan (agreed by the local authority) which must be on display and known to staff. This should include an Emergency and Evacuation Plan including instructions on where staff and cats are to be evacuated to in the event of emergencies such as fire or flooding. An emergency telephone list should include fire, police and vets. A contingency plan is also required should the premises be destroyed or uninhabitable.
- 37.3 Premises and activities must be risk assessed (including fire). These risk assessments must be recorded and relayed and understood by all staff.
- 37.4 Firefighting equipment must be provided, maintained in good working order (maintenance must be evident and should show date checked) and easily accessible.
- 37.5 Fire exits must be clearly marked and access left unrestricted.
- 37.6 The premises must comply with current legislation with regards to electricity and gas (if connected). A model Emergency and Evacuation Plan is attached as Annex B.

### **38.0 HOLDING UNITS FOR TEMPORARY HOUSING**

- 38.1 Routine use of holding units is not recommended as they are small (minimum size should be 1 m in each dimension) and are an additional source of cross infection to cats.
- 38.2 Holding pens should only be used in exceptional circumstances ideally for no longer than 12 hours and not in areas where other cats are housed.
- 38.3 The licensed capacity of the cattery does not include holding pens.
- 38.4 If, in an emergency, holding units/pens are used, they must not be sited in the reception. Cats must be provided with a bed, litter tray, food and water.

### **39.0 TRANSPORTATION OF ANIMALS**

- 39.1 Transportation can increase risk for cats, both of disease (from unclean vehicles or carriers) or of escape. A vehicle can be viewed as an extension of the premises and therefore the same principles of hygiene, care and disease control apply. If the journey is long, appropriate resources must be provided.
- 39.2 Any transport legislation must be complied with.
- 39.3 Cats must be secured in durable carrying baskets any time they are transported/carried outside the cat unit (A spare cat carrier should be kept at the cattery for situations where owners do not arrive with their cat in a secure carrier).
- 39.4 All vehicles and equipment must be kept clean and disinfected after each collection or delivery.
- 39.5 Cats must not be left in vehicles except for transportation.

### **40.0 NEW BUILD**

- 40.1 As knowledge and materials change, recommendations for better construction and care can change. For anyone undertaking a new build cattery the following advice and recommendations must be followed. When replacing (or adding to) parts of an existing cattery, new build guidance must be followed.
- 40.2 Cat units - previous smallest size units (for 1 cat) are considered difficult to clean and manage efficiently. Having 2 cat size units gives much greater flexibility for the cattery. Sleeping accommodation sizes for new build the smallest unit must be large enough for up to 2 cats and to allow for adequate staff space for cleaning.
- 40.3 **Size of full height walk-in unit sleeping accommodation (minimum size must be as below i.e. 2 cats)**

	<b>Minimum area</b>	<b>Smallest dimension must be a minimum of:</b>	<b>Minimum height</b>
<b>Up to two cats</b>	<b>1.5m<sup>2</sup></b>	<b>1.2 m (e.g. 1.2 m x 1.25 m wide)</b>	<b>1 m</b>
<b>Up to four cats</b>	<b>1.9 m<sup>2</sup></b>	<b>0.9 m (e.g. 1.2 m x 1.6 m wide)</b>	<b>1 m</b>

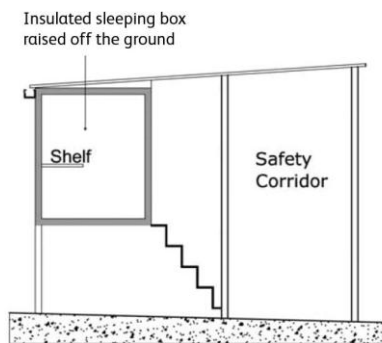
#### **40.4 In new build**

Penthouse accommodation measurements for the exercise run must be taken from the front of the sleeping accommodation/box, not under the box. When measuring floor area, shelving areas must not be included. The box must be 0.9 m off the ground both to enable the area underneath to be cleaned effectively, and to enable a person to reach inside to clean the walls and ceiling of box.

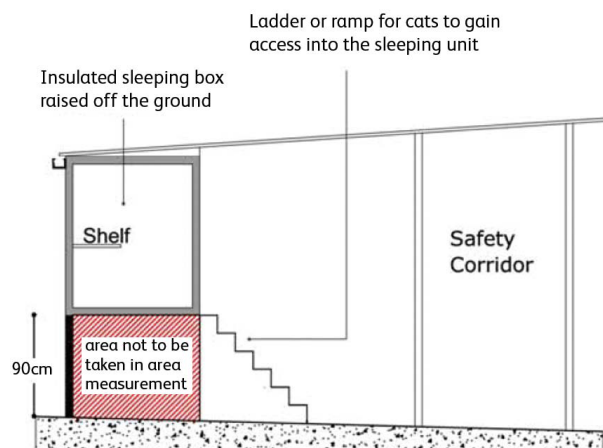
**Size of penthouse sleeping accommodation (the minimum size must be as below i.e. 2 cats)**

	Minimum area	Smallest dimension must be a minimum of:	Minimum height
Up to two cats	1.1m <sup>2</sup>	0.9 m (e.g. 0.9 m deep x 1.2 m wide)	1 m
Up to four cats	1.7 m <sup>2</sup>	0.9 m (e.g. 0.9 m deep x 1.9 m wide)	1 m

Penthouse accommodation has a number of drawbacks in the cleaning and management of the cat and the units. Cleaning adequately under the box can be difficult. The box must not be too deep, or the internal height of the sleeping box too high, in order to be able to clean it. Cleaning inside the sleeping box can be difficult and health and safety issues arise if the person doing the cleaning has to climb on a stool or climb into the box to reach the top or back. Cats in the box are at face height which could be potentially dangerous with an aggressive cat. Very young, old/infirm or disabled cats may find the ramp difficult /dangerous. It is advisable to have at least one full height unit for use for blind, old, infirm or severely disabled cats, or suitable provision made for these cats.



Pre-2013 standard with space under the box taken into the overall footprint allowance



The 2013 standard requires that a minimum distance of 1.85m is given from the front of the sleeping unit. The space under the sleeping area is not to be taken into the overall footprint allowance for exercise run space.

#### 40.5 Exercise area sizes

**Full height, walk in units and penthouse accommodation (the minimum size must be as below i.e. 2 cats)**

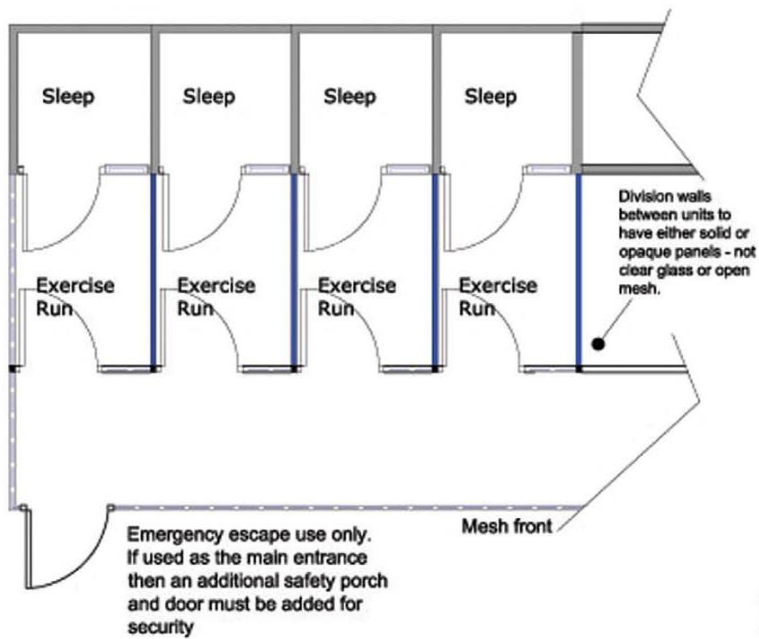
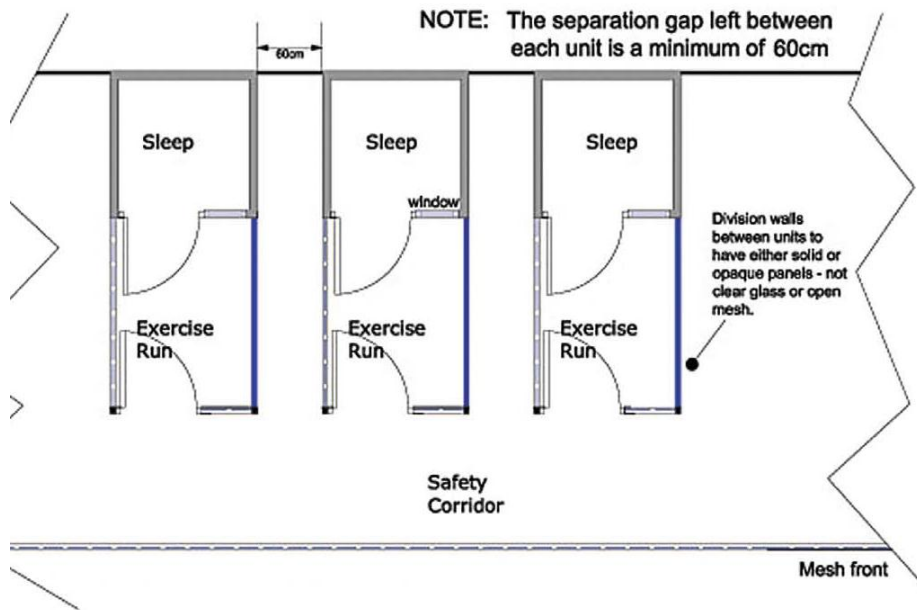
	<b>Minimum area</b>	<b>Smallest dimension must be a minimum of:</b>	<b>Minimum height</b>
<b>Up to two cats</b>	<b>2.2 m<sup>2</sup></b>	<b>1.20 m (e.g. 1.2 m x 1.85 m)</b>	<b>1 m</b>
<b>Up to four cats</b>	<b>2.8 m<sup>2</sup></b>	<b>1.20 m (e.g. 1.20 m deep x 2.35m wide)</b>	<b>1 m</b>

- 40.5 Sneeze barriers - In new build sneeze barriers must be at a minimum, translucent (Allowing light to pass through, but only diffusely, so that objects on the other side cannot be clearly distinguished) to reduce stress caused by cats seeing one another. Opaque barriers are acceptable but may cut down on the light entering the cattery.
- 40.6 Gaps between units - Where gaps between units are used as disease control, one side of the gap must have a full height, full width translucent sneeze barrier.
- 40.7 Hygiene facilities - In new build there must be separate sinks for cleaning of litter trays and feeding utensils.
- 40.8 Noise - If a new cattery is being built near existing kennels serious consideration must be given to positioning of the building to minimise the level of noise from the dogs which can be very stressful to cats.

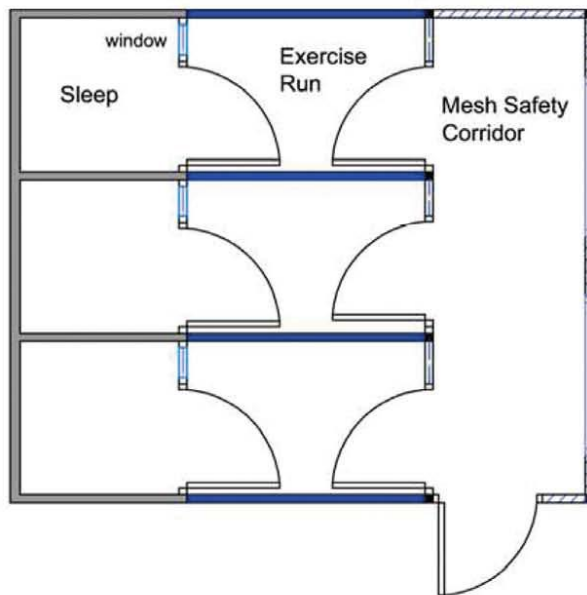


## Annex A: Cattery Design

**Outdoor** – catteries with indoor sleeping accommodation and individual covered outdoor exercise runs – accessed individually from a covered outdoor safety corridor.

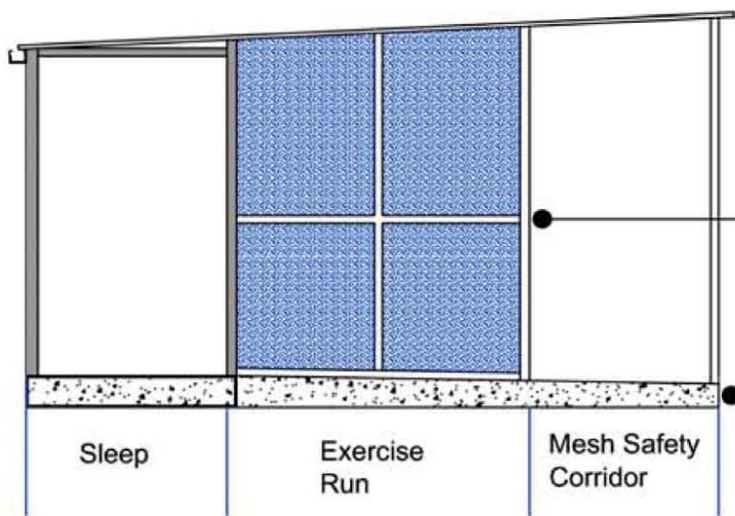


**Semi-outdoor/indoor** – catteries with indoor sleeping accommodation and individual covered outdoor exercise runs – usually accessed individually from a common indoor safety corridor.



Staff access the sleeping and exercise run via the safety corridor in front of the units

Typically the safety corridor has a solid appearance with large opening windows with mesh safety guards to allow light and fresh air into the units

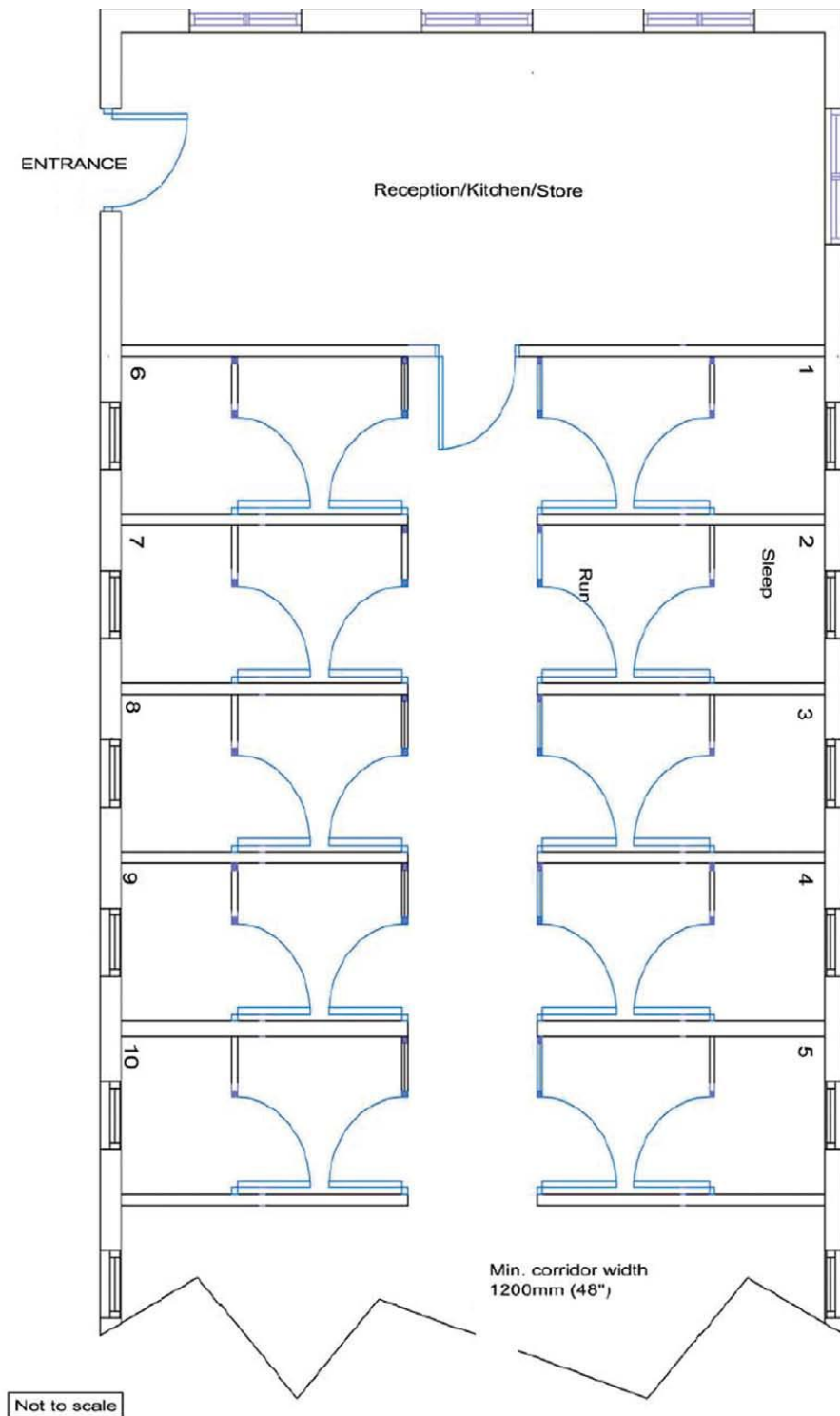


Division walls between units to have either solid or opaque panels – not clear glass or open mesh

Concrete surface laid to fall to allow rain water to drain

2013 minimum size (suitable for up to 2 cats):  
 Sleep – 1.5m<sup>2</sup> (1.2m x 1.25m)  
 Run – 2.2m<sup>2</sup> (1.2m x 1.85m)

**Totally indoor** – catteries with indoor sleeping accommodation and indoor exercise runs – usually accessed individually from a common indoor corridor.



## **Annex B: Emergency and Evacuation Plan**

All appropriate steps should be taken for the protection of the cats in case of fire or other emergency. There should be an Emergency and Evacuation Plan (EEP) and fire warning procedure in place. This should be posted where staff may become familiar with it. This procedure should include instructions detailing where cats are to be evacuated to and contingency for their accommodation/care if the premises are rendered unsafe or unsuitable. Prior to formulating an Emergency and Evacuation Plan carry out a Fire Risk Assessment (FRA) to identify any potential fire risk hazards within your establishment.

### **Fire Risk Assessment**

1. Identify potential fire risk hazards in the workplace
2. Decide who might be in danger (staff, Visitor, animal) in each area
3. Evaluate the risks arising from hazards and what can be done
4. Record your findings
5. Keep assessment under review

Emergency situations and the requirement to evacuate from the establishment can arise from a number of situations like; Fire, Flooding, Damage to building, Power failure and disease. Being prepared and planning a simple but well understood procedure to be carried out in the event of an emergency is essential to offer maximum protection for you, your staff and the animals in your care. This need not be a lengthy document but should include a plan of the site giving exit points, location of telephone, emergency equipment (fire extinguishers and storage of baskets/cages) rendezvous point and designated holding area for cats.

The emergency contact details of a supervisor or the proprietor and the establishments Veterinary Surgeon should also be displayed. Firefighting equipment and detectors must be properly maintained. All electrical installations and appliances must be maintained in a safe condition. There should be a residual current circuit breaker system on each cattery block for the premises. Heating appliances should not be sited in a location or manner where they may present a risk of fire/risk to cats. Precaution should be taken to prevent any accumulation of material which may present a risk of fire.

There should be adequate means of raising an alarm in the event of a fire or other emergency. In the event of a fire breaking out within your establishment, remember that your safety and those of your staff is of prime importance and no risks should be taken which may compromise any person's safety. No task in tackling the fire or evacuating animals should be undertaken unless it is safe to do so.

The onus is upon the cattery to ensure adequate fire prevention precautions are in place. It is recommended that plans and details for large catteries are lodged with the police and Fire Authority. Fire prevention advice may be sought from the Fire Prevention Officer based at your local fire station. This officer can give advice on fire drills, fire escapes, equipment and should be consulted when new buildings are constructed or existing buildings modified.

Smoke detectors are recommended and you must make sure that Fire Detection and fighting equipment are easily accessible and regularly tested. Exit routes should be kept clear. Staff should be familiar with the fire evacuation procedure by use of fire drills and how to use the fire extinguishers. The Fire Precautions (Workplace) Regulations 1997 place a duty on employers to carry out a risk assessment for the premises not covered by a fire certificate.

**October 2015**