

Keeping or training animals for exhibition – record keeping checklist

Condition	
The licence holder must provide and ensure the implementation of a written training policy for all staff	
A documented system of recording observation for illness, injury or behavioural problems must be maintained.	
Feed and (where appropriate) water intake must be monitored, and any problems recorded and addressed	
If animals are unable to move fully (i.e. use their natural full range of movements, such as running and flying) in any temporary enclosure (e.g. whilst being exhibited), they must be given the chance to do so at least once each day and a record kept	
The behaviour of individual animals must be monitored daily and changes in behaviour and/or behaviours indicative of stress, fear, pain and anxiety must be recorded and acted upon	
9.1 Written procedures must— (a) be in place and implemented covering— (i) feeding regimes, (ii) cleaning regimes, (iii) transportation, (iv) the prevention of, and control of the spread of, disease, (v) monitoring and ensuring the health and welfare of all the animals, (vi) the death or escape of an animal (including the storage of carcasses); (b) be in place covering the care of the animals following the suspension or revocation of the licence or during and following an emergency	
Adequate isolation facilities may be on site or at another location, such as a local veterinary practice or through specific changes in management practices demonstrated by written procedures. If the isolation facility is at another location, such as a local licensee a letter must be provided by the practice stating that they are prepared to provide such facilities	
An up-to-date veterinary vaccination record must be seen to ensure that where relevant animals have current vaccinations. Vaccines used must be licenced for use in the UK. Homoeopathic vaccination is not acceptable	
When an animal is suspected of being ill or injured a competent person must assess the animal and, where required, a veterinarian must be contacted for advice immediately. Any instructions for treatment given by a veterinarian must be recorded and strictly followed with further advice sought if there is ongoing concern.	
Where euthanasia is not carried out by, or under the direct supervision of, a veterinarian the rationale for why the animal was euthanased, the method deployed and the member of staff carrying out the euthanasia must be recorded and records made available at subsequent inspections	

<p>Any signs of pain, suffering, injury, disease or abnormal behaviour must be recorded and the advice and further advice (if necessary) of a veterinarian (or in the case of fish, of an appropriately competent person) must be sought and followed</p>	
<p>7.1 A register must be kept of each animal exhibited or to be exhibited which must include—</p> <ul style="list-style-type: none"> (a) the full name of the supplier of the animal, (b) its date of birth, (c) the date of its arrival, (d) its name (if any), age, sex, neuter status, description and microchip or ring number (if applicable), (e) the name and contact details of the animal’s normal veterinarian and details of any insurance relating to it, (f) details of the animal’s relevant medical and behavioural history including details of any treatment administered against parasites and any restrictions on exercise or diet, (g) a record of the date or dates of the animal’s most recent vaccination, worming and flea treatments, and (h) the distance to and times taken for it to travel to and from each exhibition event. 	
<p>If the animal does not require vaccinations, worming or flea treatment this must be stated.</p>	
<p>If any of this information is unknown the reason for that must be documented.</p>	
<p>A written emergency plan, acceptable to the local authority, must be in place, known and available to all staff on the premises used for the licensable activity, and followed where necessary to ensure appropriate steps are taken to protect all the people and animals on the premises in case of fire or in case of breakdowns for essential heating, ventilation and aeration or filtration systems or other emergencies.</p>	
<p>Before any of the animals arrive on-site of an exhibit location, an emergency plan must be in place. This should include the recovery and treatment of any escaped animals and evacuation procedures in the event of a fire, flood, etc</p>	
<p>An emergency plan must include a list of any listed species on the current Schedule of the Dangerous Wild Animal Act held, where applicable, and the specific action plan for their safe removal and immediate appropriate rehoming in the case of emergency</p>	
<p>The plan must include details of the emergency measures to be taken for the extrication of the animals should the premises become uninhabitable and an emergency telephone list that includes the fire service and police.</p>	

A written policy detailing contingency measures in the event of the breakdown of a vehicle used to transport the animals or any other emergency must be available to all staff	
The licence holder or the licence holder's staff must undertake a risk assessment before each exhibition event.	
<ul style="list-style-type: none"> • The risk assessment must assess against each of the five welfare needs of the Animal Welfare Act 2006, the mitigating measures taken to reduce these risks and person(s) responsible. 	
Written instructions must be provided for staff on the provision of health care and the procedures to be followed in the event of an incident involving any venomous animal and a member of the public or staff member.	