



Animal Care and Handling Guidance & Procedures

Written by Lorraine Shaw January 2021 (reviewed March 2023)

NB All animal records to be kept for 3 years from the commencement of the record

All staff to read and sign

New Leaf Triangle is a British Horse Society (BHS) approved Riding Establishment (scoring Commended and Highly commended in most areas)

Qualified staff include:

Troy Shaw – BHS Level 3 Accredited Coach and Military Equivalent of Level 4, Household Cavalry Senior Riding Instructor

Lorraine Shaw – BHS stages 1, 2 & 3 previous livery yard proprietor, horse breeder and trainer

Carly Steel – BSc (Hons) Pre-clinical Veterinary Medicine

Emily Field – BSc (Hons) Equestrian Psychology and Sports Science. BHS stage 1

Bryony Thurlow - Fdsc Complementary Therapy, Natural Horsemanship & Behaviour; BSc (Hons) Equine Science

Clair Wakefield – BHS Stage 2 care, ride & lunge

Mike Godber - Industry experience & training with small animals & dogs

Lauren Rowlinson - BSc (Hons) Equine Behaviour, Health and Welfare. BHS Stage 1 care & ride

Clair Wakefield – BHS stages 1 & 2

Staff training

New Leaf Triangle has a Training Policy which includes training for staff on animal related care. This also forms part of induction.

All staff undergo an assessment of animal skills and knowledge as part of their induction. They all receive induction training on the basic care procedures of animals at New Leaf and are given information and training regarding each individual. This is carried out by an experienced or qualified staff. Staff read and sign risk assessments on each species and read care /welfare details/procedures.

There is always at least one First Aid trained staff on site who has completed the First Aid at Work course and most staff have completed Level 2 or 3 Emergency First Aid at Work.



Staff receive training on minor ailments, safe handling, welfare, cleaning out, feeding, grooming, health checks and transporting. They receive training on supervising basic animal activities.

Once staff have been assessed on their animal handling, care knowledge and experience, those assessed as suitable or with the relevant qualifications are trained to deliver Animal care sessions. Feedback is given to staff to ensure the quality of the animal related sessions they are delivering continuously improves.

Use of Animals

Animals at New Leaf Triangle are used for students with autism, ADHD and social, emotional and mental health conditions and their families for therapeutic activities or to learn animal care and handling skills.

Activities for animals include being groomed, exercised and sometimes taking part in obstacle courses/agility, if this is something they are happy about and appear to enjoy.

New Leaf offers qualifications through City and Guilds and Open Awards for Animal Care. Animals are used to support learning on these courses.

Animals form only part of the activities that New Leaf offer and are only lightly used for educational activities. However, all animals are checked or handled on a daily basis to ensure they continue to have a high level of confidence and trust in people.

Current animals (March 2023)

4 Rabbits:

Beau - 10 month male (entire) Himalayan, white with black markings, Albino

Bellamoon 3 year old female (neutered) Old English cross, white with brown markings

Maxey - 4 year old female (neutered) Old English lop cross, white with black markings

Mumbles - 4 year old female (neutered) Old English lop cross, white with brown markings

4 Rats:

Remi- White and grey male (entire) Fancy rat, 1 ½ years old

Gus- Dark grey and white male (entire) Fancy rat 1 ½ years old

Sven- Grey and white with a cyst mark near his neck male (entire) Fancy rat 1 ½ years old

Jak Jak- Black and white male (entire) Fancy rat 1 ½ years old

3 Goats:

Buzz 7 year old male (neutered) Toggenburg, brown with white markings

Woody 9 year old male (neutered) Pygmy cross, brown and white

Rex 8 year old male (neutered) Pygmy cross, black and white goat

2 Pigs:



Rhubarb – 4 year old female, black

Custard – 4 year old female, black

7 chickens (3 cockerels -1 Black Copper Maran x Light Sussex Bantam, 3 unknown) 4 hens (unknown breed hybrids)

2 ducks (2 female duck Pekin,)

2 Geese (White commercial females, breed unknown)

Each species has a risk assessment, and staff are given printed information about care and welfare of different species during their training. Staff are also given the information contained in these procedures. These documents are reviewed 12 monthly or sooner if changes arise. They are read and signed by all staff and volunteers.

Accommodation

All small animals are housed within a large metal barn with a roller shutter door that is shut at night and when no one is on site. The barn has ample natural lighting and is secure from predators, airy and draught free. Each bonded pair or trio have their own hutch and all hutches are inside one secure stable. They can all take turns in going out of their hutch into the stable area for exercise and enrichment. Whenever the weather is suitable all small animals go into outdoor runs. There are enough runs for all to go out at the same time. Where possible, runs are moved regularly to fresh grass.

The rats are kept in an upright run with multiple levels in the second log cabin with a fleece cover in the winter months. They have 2 water bottles, a variety of houses and a plastic tunnel in the run and have paper bedding that is dust free. Where possible to be handled and to have exercise they have a metal run to be put on the floor with enrichment items. They must be attended at all times and a sign saying no dogs in the cabins should be put in the window.

Poultry are housed in coops within large runs within a small paddock. When not under avian flu restrictions, poultry free range around the site throughout the day and in the evenings.

Farm animals are housed in a two-stable portable field shelter (1 stable for goats, split into two sections with post & rail type fence & 1 stable for both Rhubarb and Custard separated by a wooden wall. The goats have day turnout into a paddock between the menage and perimeter fence/hedging. In winter months they use a horse paddock to allow their paddock to rest. In Spring/Summer months the pigs have day turnout into two small separate post and rail paddocks within the horse paddocks.

All sites have mains water and use solar power and battery power for lighting.

Cleaning out and feeding procedures

Rabbits

The rabbits have litter trays in their hutches to contain the bulk of the waste. The litter trays are to be emptied daily, washed if needed and filled with fresh material (rapeseed bedding (Equinola), shredded paper, wood shavings or straw can be used). All bedding is to be removed and replaced once a week. Care should be taken to ensure that they have ample bedding in sleeping compartments. The remainder of the hutch can be covered in a layer of short bedding such as



shavings or rapeseed bedding. Some clean old bedding (with their smell on it) should always be retained and used again as changing the whole bed can be stressful for them. The hutch should be disinfected with a suitable animal friendly product at least 4 times a year.

Where possible when carrying out a full clean, the animal should be removed into outdoor pens or carry boxes in another safe area so that they are not subjected to dust or distressed by the process. The turnout area in the Warren stable should be swept daily, taking care not to create too much dust. Particularly dirty areas should be scrubbed with a suitable animal friendly cleaner. The rubber mat should be removed and washed down at least once a month.

Care should be taken not to create too much dust when sweeping any other area of the barn such as stables, sensory room and the central walkway. Where possible this should be done at times when the animals are outside the barn.

Rats

They must be taken out to be cleaned out and put in their carrier and put outside or in the first cabin as well as during the domestic end of day routine as they are prone to respiratory issues as a direct result of dust. They need a small amount of rat nuggets both ends of the day and healthy enrichment given in small quantities as they are susceptible to diabetes. The shelves and ladders need Virkon disinfectant each day and wiping down with blue roll. Their litter tray and corner need spot cleaning and replenishing with the paper bedding. As they have no bladders they can also urinate frequently on the soft furnishings and fleeces so these need removing and replacing with fresh ones when they have been soiled.

Goats

The goats are in a stable, spit into pens with a rubber flooring. They are bedded on straw, shavings or rapeseed bedding. They can be cleaned out daily or deep littered for short periods of no more than a week. When cleaning out daily, the dirty and wet bedding is removed and the clean bedding stacked up to air at the side of the stable. The floor is swept clean. When cleaning out after deep littering, all dirty bedding is removed, the floor swept, washed if needed, left to dry and then bedded down. Wherever possible the goats should be cleaned out when they are outside in their pens to avoid causing them any distress, to make it easier and safer for staff and to reduce the goats' exposure to dust. The housing should be disinfected at least 4 times a year.

Goats have daily turnout into their paddock between the menage and perimeter fencing. In winter months they may use a horse paddock to allow their paddock to rest. In bad weather they dislike going outside so may be put in a horse stable or allowed to free roam in the yard or menage while they are cleaned out.

Pigs

The pigs are now housed together but separated by a wooden partition (rubber matting floor over hardcore). They are usually turned out for a period of exercise in the main yard in the winter months. They should however always be given a corner of the stable for this purpose. This is to be covered with a layer of short bedding such as shavings or rapeseed bedding. They should have a large straw bed in the corner of their stable away from their water and feeding area. In the day in Spring/Summer months the pigs can be turned out in separate paddocks fenced with post & rail



[fencing within the horse paddocks](#). They will not soil their bed when turned out daily but it will need removing and replacing at least once every 2 weeks.

The housing should be disinfected at least 4 times a year.

Bedding materials

At New Leaf materials used usually include rape seed, wood shavings, hemp and straw. It should all be stored undercover and checked when using for signs of wet, mould or excessive dust and discarded if necessary.

Feed and Feeding procedures

Concentrates and supplements

All feeding requirements are written on charts on the wall of the feed shed. All staff receive training on the basic uses of feedstuffs and the use of the feed chart on induction.

All supplements and balancers etc to be kept in marked containers with their administration scoops. The administration of these to be documented in separate sheets in a labelled black animal medication folder with individual animal names and quantities and updated as for feeds above.

All staff to be inducted on feeding by an experienced member of staff. This is to include the making up of feed and the actual feeding of animals to ensure all are fed safely and if necessary, in a set order to avoid unwanted behaviour/squabbles between individuals (mainly the pigs).

All feed to be kept in rodent proof bins with secure lids. All bins to be clearly and accessible marked with contents which match with the feed chart. The poultry feed is now kept up in their area in metal rodent proof bins.

Forage

Goats, pigs, rabbits and Guinea pigs need a mainly forage diet (grass/hay/haylage etc). This is to be fed in accordance with the animal's individual feed plan and for most is ad lib, [provided in their hay racks/mangers in their housing](#).

Medication procedures

All staff feeding animals to be inducted on the current administration of oral or topical medication to any animals, including any implications for humans and other animals.

All prescription only medication (POMs) to be kept in the locked cabinet in the feed shed. Homoeopathic medicines are also to be kept in the locked cabinet although there is no formal requirement for this.

Staff to use the medication chart in the feed shed to administer the correct medicines. The chart to be kept up to date by designated animal person under the supervision of the Coordinator. Medication sheets to be filed in animal care file, when each sheet is completed.



Staff to record medication administered daily on the sheet in the feed store and ensure this is signed and dated.

Animal illness, euthanasia, preventative health care plans, and control of the spread of infectious diseases

Animal Illness

All staff are trained in basic animal first aid and minor ailments.

At site 1, a first aid kit is kept in the feed shed. First aid kit is to be checked monthly by a designated staff and replenished as necessary. A list of content and emergency contact information is to be kept with the box.

If an animal shows signs of being unwell or has an injury, Troy, Lorraine or Carly is to be informed immediately and where necessary an appointment (emergency appointment if necessary) is made at the relevant vets if staff assess the animal requires urgent medical attention. If there is any doubt an appointment must be called.

****Vets used for small animals and goats: Melton Vets, Melton Mowbray: 01664 560364**

****Vets used for Pigs: Kings Veterinary Centre, Melton Mowbray: 01664 567481**

[If treatment is needed out of normal working hours, the above numbers should still be contacted and the vets give an alternative number to contact via their recorded message.](#)

When an animal is unwell or is showing behaviours/symptoms of concern, a written record should be kept of observations of the animal in the relevant section of the animal care file. These should show dates, times, details of concerns/observations and staff signature. They should be brought to the attention of Troy, Lorraine or Carly and the animal should be closely monitored and observations recorded until the behaviours/ symptoms disappear or a veterinary advice is sought. Advise/treatment medication should be documented and filed in the animal's log.

For less serious behaviours, such as low-level changes in behaviour, these should also be noted in the animal logs, monitored and investigation undertaken as to the cause where necessary. All concerns must be raised with Troy, Lorraine or Carly.

Euthanasia

IF A DECISION HAS TO BE MADE WITH REGARD TO EUTHANASIA IN AN EMERGENCY and Lorraine, Troy or Carly cannot be contacted, the vet's advice is to be followed. Inform the vet that New Leaf animals are not insured for vet's fees. All animals to receive whatever treatment is ethically possible with a common sense approach.

If a large animal (pigs or goats) has to be euthanised or dies the carcass is to be covered with a tarpaulin or other suitable material and removed as soon as possible by a local disposal company. It is illegal for them to be buried on site.

Small animals can be buried on site or cremated at Melton vets.

Disposal company for goats and pigs: Crowden (01636 702139)



Preventative health care plans

The rabbits to be vaccinated against Myxomatosis, RVHD 1 and 2 and to receive annual boosters. The records are kept on vaccination cards.

The vets have not recommended any vaccinations for any of the other animals.

Procedure for controlling infectious diseases

If there is a concern that an animal may have an infectious disease, they must be isolated from all other animals of the same species. Animals who have come into contact with the infected animal should not be moved off site until it has been confirmed that they are free from disease.

Veterinary advice and treatment should be sought, and all instructions given to staff and followed. If necessary, DEFRA, and any other agency recommended by the vets, should be informed of any notifiable diseases.

This could mean that the site should not be used by members of the public/students until the animal has been confirmed free from disease. Staff handling the animal/s may need to wear overalls that should be kept on site.

Staff will need to wash their hands thoroughly using anti-bacterial soap and use a foot wash to avoid spread of the disease to other animals.

All housing, grooming kit, feed/water bowls etc should be fully disinfected after use by an animal with an infectious disease, following veterinary advice.

New animals should be isolated from New Leaf animals for a period of 14 days until it has been confirmed that they are free from disease.

If infectious diseases are prevalent in the local area, foot washes are to be placed at the entrances to all sites. All staff, students and visitors are to use these upon entry and exit to the sites. Signs should be used to make the foot washes clearly visible. All staff, visitors and students should also thoroughly wash their hands before handling the animals and before leaving the sites. Staff who have contact with other animals (personal animals or when visiting /attending Brooksby or other agricultural colleges/animal work placements) should change their clothes and footwear before attending New Leaf.

Procedure for the control of zoonoses:

Zoonoses are caused by micro-organisms, which are subject to the Control of Substances Hazardous to Health Regulations (COSHH). COSHH requires employers and self-employed people to assess risks and introduce control measures – see separate COSHH sheet.

As good practice all staff and students should wash their hands after handling the animals and before eating and drinking.

Small animals – Rabbits, Rats, Guinea Pigs, chickens, ducks and Dogs

These animals can rarely pass diseases onto humans and usually the consequences are not severe. The possible diseases and consequences are listed below.:



- Pasteurella multocida and tetanus
- Cheyletiella fur mites
- Bordetella bronchiseptica causing a mild self-limiting cough in severely immunocompromised humans.
- Fleas
- Ringworm - fungal skin infection sometimes passed on from infected animals
- Intestinal parasites
- Intestinal bacteria (salmonella, campylobacter)
- Staphylococcal and Streptococcal infections
- Avian bird flu

Goats

A goat can rarely pass diseases onto humans and usually the consequences are not severe. Some of the possible diseases are listed below:

- Pasteurella multocida and tetanus
- Cheyletiella fur mites
- Bordetella bronchiseptica causing a mild self-limiting cough in severely immunocompromised humans.
- Intestinal parasites caused by swallowing tapeworm eggs or larvae in food or water contaminated animal poo
- Intestinal bacteria (salmonella, campylobacter)
- Staphylococcal and Streptococcal infections
- Giardiasis – most commonly caused by drinking water contaminated with poo containing the *Giardia intestinalis* parasites
- Lyme disease – passed on by a bite from a tick that's bitten an infected animal or bird
- ringworm
- chlamydiosis – thought to be transmitted by inhalation of aerosols and dusts heavily contaminated with the organism *C. abortus* from infected sheep during the lambing season
- Q fever – caused by contact with animals, most commonly sheep, cattle and goats, or contaminated soil, dust, hay or straw
- tetanus – caused by bacteria in contaminated soil or manure entering a wound, and by animal bites

Pigs

A pig can rarely pass diseases onto humans and usually the consequences are not severe. Some of the possible diseases are listed below:

- Pasteurella multocida and tetanus
- Cheyletiella fur mites
- Bordetella bronchiseptica causing a mild self-limiting cough in severely immunocompromised humans.
- Intestinal parasites caused by swallowing tapeworm eggs or larvae in food or water contaminated animal poo
- Intestinal bacteria (salmonella, campylobacter)
- Staphylococcal and Streptococcal infections
- Giardiasis – most commonly caused by drinking water contaminated with poo containing the *Giardia intestinalis* parasites
- Lyme disease – passed on by a bite from a tick that's bitten an infected animal or bird



- ringworm – a fungal skin infection sometimes passed on from infected animals
- Streptococcus suis - a bacterium that is spread by direct contact, with the bacteria entering the body through cuts or abrasions in the skin
- tetanus – caused by bacteria in contaminated soil or manure entering a wound, and by animal bites
- Swine influenza - caused by influenza viral strains which primarily infect swine but can be transmitted to people in close contact with infected pigs. People can be infected with these diseases through contact with infected body fluids and tissues, oral ingestion and inhalation of respiratory secretions, contaminated water or materials and tick bites.
- Erysipeloid - a rare bacterial skin condition. It can be acquired from a wide range of infected animals.

Animal welfare

All animals should be kept in a way that follows the Five Freedoms. The Five Freedoms outline five aspects of animal welfare under human control. They were developed in response to a 1965 UK Government report on livestock husbandry, and were formalized in 1979 press statement by the UK Farm Animal Welfare Council. The Five Freedoms have been adopted by professional groups including veterinarians, and organizations including the World Organisation for Animal Health, the Royal Society for the Prevention of Cruelty to Animals, and the American Society for the Prevention of Cruelty to Animals.

The Five freedoms are:

1. Freedom from hunger or thirst by ready access to fresh water and a diet to maintain full health and vigour
2. Freedom from discomfort by providing an appropriate environment including shelter and a comfortable resting area
3. Freedom from pain, injury or disease by prevention or rapid diagnosis and treatment
4. Freedom to express (most) normal behaviour by providing sufficient space, proper facilities and company of the animal's own kind
5. Freedom from fear and distress by ensuring conditions and treatment which avoid mental suffering

All staff to take responsibility to ensure that New Leaf conforms to all Five Freedoms by following the procedures laid out in this document and the training they have received. All staff to alert Troy Lorraine and Carly to any concerns that they may have for animal welfare including any aspect of the animals' care, management, training and use.

For social species of animals, animals are to be kept in pairs or social groups, as far as their specialised care/ dietary needs and temperament allows.

Care programme including teeth, hoof care, worming and eradication of external parasites

Tooth care



All animals have their teeth checked by a vet if there is cause for concern, e.g. weight loss, quidding, difficulty eating, and this to be recorded in the animal logs along with any recommendation from the vet for further treatment and next check interval. Rabbits' teeth should be checked when they have their annual vaccinations.

Hoof care and nail/claw care

Goats and pigs should have their feet trimmed if they become overgrown. This should be carried out by a suitably qualified or experienced person. If they are turned out daily or fairly regularly, the need for trimming will be reduced due to wear from the ground.

Rabbits and Guinea pigs should have their claws/nails checked in the regular animal health checks and where needed their claws/nails should be clipped using the small animal nail clippers, by the New Leaf staff who have been given the necessary training and responsibility for this task.

Chickens and ducks should have their feet checked during weekly health checks but should rarely need their claws trimmed as they are on the whole free ranging. If they need trimming, this should be carried out by the New Leaf staff who have been given the training and responsibility to do this.

Worming

Goat and pigs are to be wormed according to the vets' recommendations. Faecal egg counts should be carried out rather than blanket worming and only those with counts over the specified number should be wormed to help reduce the likelihood of resistance to the current drugs on the market.

Melton Vets should be used for the faecal egg counts for goats and pigs.

It is not currently recommended that rabbits and Guinea pigs are routinely wormed so these would only be wormed on the vets' advice if they were showing clinical signs of infection.

Chickens and ducks are to be wormed every 3 months with Flubendazole or a suitable horse wormer (ivermectin only) at a pea-sized amount.

External parasites

All animals to be checked for external parasites such as lice and mites in their regular health checks and treated as required with recommended treatment from a vet or animal feed/health store.

Emergency plans

Accidents

In the event of an accident there is a list of First aiders in the first log cabin at New Leaf and the Log cabin at Site 2.

There is always at least one First aid trained staff on site.

There are at least two first aid kits at New Leaf main site and one at site 2. There are portable first aid kits that must be taken out on all walks and hacks or when moving horses from one site to another.

Staff should call for an ambulance on 999 or 112 in an emergency.



The nearest defibrillator is in the red phone box on the left-hand side of main street in Goadby Marwood village, less than a mile away from both sites. There is another at Waltham Village hall, Goadby Road, Waltham on the Wolds.

In the event of a fire

Animal evacuation is documented on all fire procedures.

All pigs and goats to be turned out of their indoor housing into the paddocks and their door closed behind them so they don't go back in.

Small animals such as rabbits and Guinea Pigs are to be put into pet carriers and put safely in the ménage. Chickens and ducks to be herded out of their coops/housing into the paddocks and the housing should be closed behind them.

Dogs are to be taken to the fire assembly point on leads and stay with a member of staff. Alternatively they can be locked into the owners' cars if this is a safer option for them.

All staff are to follow the detailed fire procedures (on separate sheets displayed on a stable wall and in log cabin).

Fire equipment is installed and maintained (see fire risk assessments)

A detailed Fire risk assessment has been carried out (see separate Fire Risk assessment)

Escape of animals

Goats and Pigs

In the event of a goat or pig escaping or getting loose on the roads, measures should be taken to warn any oncoming traffic through the use of hand signals.

Staff should notify Troy, Lorraine and Carly immediately and alert any other staff members who might be able to help, subject to students being supervised satisfactorily by other staff.

Steps should be taken to stop other animals escaping if the animal has escaped through broken fencing.

The police should be called on 999 or 112 and should be given the precise location and details of the animal.

Experienced animal staff, wearing hi visibility clothing, should attempt to catch the animal/s but should not put themselves in danger and should be very mindful of oncoming traffic. Staff should take buckets of food (and collars in the case of goats) with them and must have a mobile phone and alert other staff as to what they are doing and their whereabouts.

Staff should have vets' contact numbers on their phones

A report should be written up about the incident and handed to Troy, Lorraine or Carly.

The escape location must be identified immediately, and action taken to rectify completely. If this is not possible animals must be removed to a secure location until the corrections have been made.

Escape of animals



Small animals and Chickens/ducks

It is unlikely that any of the smaller animals or chickens/ducks would escape onto the road, but in the event of them doing so the above procedures would still apply but the police would not need to be called.

Extreme weather contingency

Extreme cold weather

In extreme cold weather all animals should be checked at least three times a day. Water containers should be checked and refilled three times a day.

As Troy and Lorraine live within 1 mile of New Leaf main site and site two, they can walk to care for animals when roads are impassable by car.

Weather forecast to be checked at least 3 days in advance and additional hay and feed stored on site if needed when severe adverse conditions are forecast.

During the winter period, the hay store is never to drop below 2 weeks' worth of hay for all animals and one week's supply of concentrates.

[Most animals cope well with extreme cold weather \(poultry, farm animals & rabbits\) but guinea pigs can struggle so may need to be taken home to Troy & Lorraine's house overnight in a hutch until it is warmer.](#)

Extreme hot weather

All animals can suffer from heat stroke and dehydration. All animals should be checked at least four times a day during very hot weather to check for over-heating and action taken if necessary. Pigs are particularly susceptible to extremes of temperature. In extreme hot weather, additional temporary sun shelters may need to be erected for goats and pigs to ensure they can get out of the sun. The corrugated metal arks are not sufficient as they are not effective at keeping animals cool so alternatives need to be provided. These may be in the form of tarpaulins or other temporary structures. Water supply should be checked, and replenished if needed, at least 4 times a day. Pigs should have a wallow at all times. Some animals, especially the pigs, may need to be taken back to their night time accommodation. Pigs may need hosing down in extreme heat.

Rabbits, Guinea pigs, chickens and ducks should all have access to good protection from the sun and heat in the form of suitable shade and shelters. Small structures, such as tubes and carry boxes in outdoor pens are not suitable and can become like ovens. Shade needs to be provided by tarpaulin or other suitable material in the outside runs. In the barn, there will be no direct sunlight when the temperatures are at their highest in the afternoon, so this may be the best place for some animals. Guinea pigs should be given ceramic tiles to lie on in their indoor housing throughout the summer period.

Flooding

All sites are on high ground where flooding has historically never happened.

In the event of animal accommodation flooding due to water leaks, animals should be turned out in the paddocks/pens until the problem has been rectified.



Contingency plans if the license is revoked or the premises become uninhabitable

The proprietors are able to house small animals if necessary, at their home address if the premises become uninhabitable due to fire, flooding etc. There are a number of staff who have also agreed to house small animals in an emergency. The goats and pigs would be housed at Broughton Lodge Farm, Old Dalby, Melton Mowbray.

If the license is revoked the proprietors will give a home to all animals. If this was not possible, Mrs Denise Shaw, Broughton Lodge Farm, Old Dalby, Melton Mowbray has agreed to give a home to all goats, pigs, chickens and ducks. All rabbits and Guinea pigs would be rehomed by local small animal charities including HunnyBunnies. There are also staff members who would be willing to rehome them.

Introduction of new animals

It is unlikely NLT would get any more farm animals imminently as the pigs do not like each other and the goats are an established herd. For small animals and poultry, any new animals should follow quarantine procedures. Once these are finished and the animals are confirmed to be free from disease, they can be introduced to others of their species. This should begin, where possible, with a barrier between the two animals. For small animals this can be allowing one to roam the Warren while the other is in their hutch or an enclosed run being placed within the larger outdoor runs. Once they have met through a barrier, the animals can be placed together in a large space. For rabbits this can be an empty horse stable. Poultry are best to be allowed to free range under supervision and meet in the open space. The exception is for cockerels where they should be kept separately and let out to free range at differing times, unless they have been established together. Any introductions should be done under the instruction and supervision of Lorraine and the animals should be observed by a suitably qualified/experienced person to detect any signs of stress and act appropriately.

All staff to read and sign to say they understand and agree to follow the guidance and procedures in this document:

Date	Name	Signature



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