



**Manor farm Countryside Activity Club, Gossington, Slimbridge,
Gloucestershire, GL2 7DN 01453 890551**

Animal welfare specific policies, procedures and sample risk assessments

Please ask to view our childcare specific policy documents

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An introduction to Manor Farm

Manor Farm is a unique, Ofsted registered setting in the heart of the Gloucestershire countryside where staff combine a passion for childcare with the pleasure of rural life. At Manor Farm we believe exploring and learning about farming, the countryside and its rich history offer a unique opportunity that children deserve and enjoy!

Manor Farm provides a change from the average out of school club with a perfect offering of countryside fun. Children can meet and learn to care for our animals, including Tornado the Shetland pony and Lucky the cockerel with his hens, Tango the tortoise and Freddie the lizard for the very brave. Children can enjoy getting up close to tractors, ponies, rural crafts and much more!

The staff at Manor Farm understand they hold great responsibility caring for the animals and land and teaching the next generation of adults about the importance of kindness, consideration and best practice when interacting with animals and their environment.

Excellent animal husbandry and consideration of the environment around us is at the core of what we do. We have developed the following policies and procedures as a guideline to help us achieve the highest standards whenever possible.

Hannah O'Brien

Owner / Manager



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Emergency Evacuation/Relocation of livestock policy & procedure

Overview

Possible reasons for emergency closure and or relocation of livestock could include, but are not limited to:

- Serious weather conditions
- Heating system failure
- Burst water pipes / flooding
- Fire or bomb scare/explosion
- Serious accident or illness

Key personnel and information;

Hannah O'Brien lives on site, is a key holder and holds an animal inventory, visitors log and list of children on site.

Oliver Bowden and Molly Bowden live on site, are key holders and hold an animal inventory.

The local authority also holds a copy of our animal inventory.

Amanda James lives 0.3 miles from the site, is a key holder and holds an animal inventory.

Procedure

In the event of an emergency our primary concern will be to ensure that animals, visitors and staff are kept safe. If it is necessary to evacuate the site, the following steps will be taken:

All exits are always kept clear of obstruction.

If appropriate the manager or session supervisor will contact the emergency services.

All visitors and staff not responsible for animal care will be escorted from the building and grounds to the assembly point using the nearest safe exit.

In the case of fire or possible risk to health no attempt will be made to collect personal belongings, or to re-enter the main site after evacuation.

Nominated, appropriately experienced and trained members of staff will check the premises and will collect the register (including emergency contact details), animal inventory and visitors log. **Providing that this does not put anyone at risk.**

Before leaving the site, the nominated people will close all accessible doors and windows, if it is safe to do so.



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The register will be taken, animals accounted for via the animal log and all visitors and staff accounted for. If any person or animal is missing from the register, the emergency services will be informed immediately.

The nominated staff members will take steps to safely evacuate livestock if it is safe to do so.

All leads, harnesses and small animal travel cases will be kept easily accessible and close to main enclosures.

Animals will be transported on foot or by vehicle in appropriate cages, crates, trailers to the small holding of Amanda James who is a trained staff member. If possible, the fish tank will be emptied to 50% water and transported by car in an insulated blanket. Steps will be taken to keep the bearded dragon and tortoise warm until a temporary vivarium can be set up.

Emergency evacuation temporary livestock address;

Distance 0.3 miles

Holding Number; 140 840 113

Address; The Grove, Tyndale Road, Slimbridge, Glos. GL2 7DL

Phone number; 07842 200854

Emergency Services Contacts;

Police; Phone 999 or 112

Fire Service; Phone 999 or 112

Ambulance Service; Phone 999 or 112



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Fire Safety Policy

Overview

Manor Farm is aware of the importance of understanding and vigilance regarding fire hazards. All staff are regularly required to undertake practise fire drills and all new staff are given a health and safety induction including fire action.

The following procedures are in place:

- Staff are aware of the location of fire exits, the fire assembly point and where fire safety equipment is stored.
- visitors will be introduced to the fire safety procedures on arrival.
- Fire drills will be conducted at regular intervals during club sessions.
- All visitors will be made aware of the location of fire exits and the fire assembly point.
- Electrical equipment is PAT tested annually and regularly inspected by staff for wear and tear.
- Fire exits are clearly marked and are always kept clear.
- Fire extinguishers are regularly tested in accordance with manufacturers guidelines and key staff have fire marshal training.
- The Club has a notice explaining the fire procedures clearly positioned.
- Smoke alarms are positioned in all indoor spaces and tested weekly.

Fire prevention

Manor Farm will take the following steps to prevent fires occurring:

- Ensuring that power points are not overloaded with adaptors.
- Ensuring that Manor Farm's 'No Smoking' policy is always observed.
- Checking for frayed or training wires regularly.
- Unplugging all non-essential equipment before leaving the premises.
- Storing any potentially flammable materials safely.
- There is annual PAT testing of appliances.
- Heated animal life support such as heat bulbs, ceramic heaters, oil radiators and fish tank heaters are checked daily and controlled via thermostats.

In the event of a fire

A member of staff will raise the alarm and call the emergency services on 999 or 112.



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Responsibilities of the Fire Safety Officer Mrs Hannah O'Brien

The Fire Safety Officer is responsible for carrying out the fire safety risk assessment, and for ensuring that all staff are made aware of fire safety procedures during their induction period.

The Regulatory Reform (Fire Safety) Order 2005 requires that a fire safety risk assessment is undertaken for the workplace based on The Department of Communities and Local Government's 5 step guide: www.communities.gov.uk/documents/fire/pdf/151102.pdf

The risk assessment covers:

- Identifying potential risks
- Identifying people at risk
- Evaluating the risks arising from the hazards identified and the means of minimising those risks
- Recording the hazards, preparing a fire prevention plan and sharing this information with other members of staff
- Reviewing the fire safety risk on a regular basis



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Policy for the care of animals following the suspension or revocation of the licence and facilities failure e.g. heating, cooling or aeration loss.

Overview

At Manor Farm we work hard to maintain the highest possible standards of animal welfare. This includes providing safe housing and premises. However, it is best practise to prepare for circumstance where care could no longer be provided.

Procedure

Following the suspension or revocation of the licence where appropriate and allowable the animals would be cared for on site until suitable rehoming could be arranged. Upon rehoming all legally required movement licences would be completed and submitted within the legal timeframes.

In the event conditions require immediate removal of animals, nominated, appropriately experienced and trained members of staff will prepare for travel and contain animals, taking care to minimize stress and maintain comfortable temperatures.

Animals would be temporarily rehomed at the address of Mrs Amanda James. A competent and experienced individual. All essential housing such as vivarium, fish tank and cages would be transported separately.

- **Distance 0.3 miles**
- **Holding Number; 140 840 113**
- Address; The Grove, Tyndale Road, Slimbridge, Glos. GL2 7DL
- Phone number; 07842 200854

In the event of facilities failure Stroud Council animal Welfare would be informed as soon as practicably possible. All legally required movement licenses would be completed and submitted within the legal timeframes. The facilities would be made safe and habitable as soon as possible for the return of animals.

- Stroud Animal Welfare Phone ; 01453 754492
- DEFRA Rural Service helpline Phone ; 03000 200 301



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Housing, environment and land management policy & Procedure

Overview

Manor Farm is a unique environment where we care for a very broad range of species (of which local authorities hold all relevant records). This is in part because we have been asked to care for several animals whose original owners were unable to continue to offer care. Whenever a new animal arrives in our setting it's emotional and physical wellbeing is assessed, and the individual is quarantined for an appropriate period before introduction to members of the public or other animals who it will eventually be housed with. All animals are introduced to our existing animals gradually and under close supervision.

All enclosures are designed to meet the individuals needs and to keep animals, staff and visitors safe and comfortable. Enclosures are checked daily for wear and tear with maintenance being carried out when required as soon as practicably possible. Spare heat, UVB light bulbs are kept in stock. Enclosures are made from a variety of materials including, wood, plastic, metal and glass.

Species specific housing

Equine (*Equus ferus caballus*), Donkey (*Equus africanus asinus*) & Sheep (*Ovis Aries*) Enclosures

Our native breed ponies, sheep and donkeys 'live out' in a range of paddocks covering a total of 17 acres with a field shelter and a range of natural cover from trees and hedges in each paddock. The field shelters have a natural earth floor and are well ventilated with a wide entrance to allow more than one pony, donkey or sheep to enter and exit at the same time. Our paddocks have a further small grass arear / garden / driveway at each exit and a further gate at the front of the property to prevent escaping livestock. At least one five bar gate at each exit is kept locked when practicably possible. We also have a hardstanding fenced yard where ponies and sheep can be safely groomed, vet checked, sheered/clipped and shod or trimmed. In adverse weather we have a covered concrete and lit area and 4 separate stables for work to be carried out. We restrict grazing using electric, temporary fencing and we rest our paddock regularly by moving our livestock around the different paddocks. If livestock were to require box rest, they would be kept in one of the available stables.



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- All fencing is checked daily.
- Paddocks and field shelters are spot cleaned, and faeces removed daily.
- Hay bedding in field shelters is completely replaced weekly.
- Hay bedding is built into a bank in field shelters to allow comfortable rest and rolling.
- Waste is disposed of by incineration or via an off-site muck heap which is in turn removed by a local farmer.
- Troughs are checked daily and emptied and scrubbed clean weekly. Particular attention is taken during freezing weather conditions.
- Ponies and sheep are restricted from access to fruit trees during fruit bearing seasons with the use of electric fencing.
- Ponies and sheep are restricted from accessing muddy patches to prevent foot rot and mud fever using electric fencing
- Electric fence batteries are checked twice daily.
- We do not use pesticides on our land, and all areas are inspected regularly for poisonous plants such as ragwort, any poisonous plants found are removed by the root.
- Ponies wear turn out rugs as necessary when clipped or during extreme cold. They also wear fly fringes/masks and rugs as needed in summer months.

Pigs (*Sus scrofa domesticus*)

Our two small breed pigs are also given access to the outdoor areas documented for the ponies and sheep but in addition they have a large, well ventilated barn with natural earth floor. The pigs have straw bedding which is spot picked daily and deep cleaned weekly. When the pigs are shut in, they have treat balls to keep them entertained and water is refreshed twice daily. In freezing temperatures, a heat lamp can be installed in the sleeping corner of the pigs' barn. Our pigs are friendly neutered males, they have tusks which will continue to grow and could pose a threat to visitors if the pigs became scared or were competing for food. To minimise risk, when visitors are on site our pigs are shut in their barn and a low-level electric wire prevents them from escaping



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Guinea pigs (*Cavia Porcellus*)

Our guinea pigs live in single sex family groups. They have large wooden indoor enclosures with several hidden private areas in each space to allow respite from visitors and one another. They are regularly exercised outside of their hutches in runs during warm weather and indoors under supervision in cold weather.

- Female herd x 10 individuals, **200cm x 300cm** enclosure
- Male herd x 10 individuals, **250cm x 250cm** enclosure

In addition, we have a 200cm x 300cm outdoor run for the males and 200cm x 60cm outdoor run for the females (maximum 4 at anyone time). Both runs include tunnels and houses and are covered to protect from rain and sun. The runs are situated on grass and moved regularly to fresh ground. Plastic houses and tunnels are removed and replaced with wooden or cardboard alternatives in hot weather to prevent guinea pigs hiding inside and over-heating.

- During autumn and winter, when the temperature drops below 65F our guinea pig hutches are heated using animal safe heat lamps to heat part of the enclosure so they can stay out of the direct heat if preferred.
- During very hot weather if the temperature rises above 90f cages are moved indoors to a cool room.
- The room temperature is monitored daily.
- Guinea pig hutches are bedded with newspaper, animal friendly wood shaving and hay.
- All bedding is changed daily to avoid mouldy hay and damp soiled bedding which can cause sore feet and bacterial infection. Guinea pigs are given a visual check and placed in a temporary play pen during cleaning. Guinea pigs enjoy daily cuddles, so this is not distressing for them.
- Guinea pigs drinking bottles are refilled and scrubbed to remove algae daily.

Geese (*Anser anser*) & Duck (*Anas platyrhynchos domesticus*)

Our geese and duck live in one flock and are free range during the day with ample grazing. They have access to a large pond. The geese and duck have a well-ventilated brick built shed



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where they sleep at night. In addition, they have a sheltered igloo and penned area where they are contained during busy client pick up and drop off times at our site as they can intimidate young children.

Visitors are not allowed in the goose/duck pen, igloo or shed as it is their safe and private rest space. Both shed and pen are spot cleaned daily when in use and concrete is hosed clean. Straw bedding is replaced weekly apart from when females are nesting.

Animal friendly hardwood chips in the outside pen are replaced as needed when they naturally deteriorate. Minimum disruption is attempted during nesting and only the area around the nest is cleaned.

Hens, cockerel (*Gallus gallus domesticus*)

We have a trio of young hens who sleep and nest in an Omlet Eglu Go up. This has a very well insulated nest box with inbuilt perch area. The plastic design minimises mite infestation. They have a large grass and animal friendly woodchip area to exercise and scratch around in and are also released to be free range on the farm. The area is fenced with electric poultry mesh. During dry weather they are provided with a sand box for dust baths.

Our flock of older hens and cockerels live as a free-range flock on the farm, with plenty of access to natural dust baths and shelter. At night they are securely shut in a well ventilated brick shed equipped with perches.

- Both houses are disinfected weekly.
- houses are bedded with straw and completely re-bedded daily.
- Daily observations are carried out to allow early detection of mites.
- Both houses are well ventilated and secure from predators.

Tortoise (*Testudinidae*)

Our little Hermann's tortoise, Tango is a smaller rare western subspecies of the more common Hermann's breed. She currently measures just under 12cm at 15 years old. Our other Tortoise George is also a Hermann's however he is slightly larger than Tango. During summer months in warm weather they spend much of their time outside in an 152L x 92W x 36h cm, predator proof, wooden enclosure, which has an enclosed sheltered bedroom area and is situated on grass in a sunny spot.



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For the rest of the time they is housed indoors in a 120L x 100W x 50H cm, open topped tortoise enclosure with a heat lamp, UV light and space to roam freely around a 250cm x 150cm lockable room during the day.

- indoor environments have a hot and cold end to allow them to regulate their temperature.
- indoor environments have a ceramic heat bulb for basking.
- Both indoor environments have a fluorescent 10. 0 UVB bulb.
- indoor environments are controlled by a dimming thermostat which gradually decreases heat to mimic natural day and night temperatures via a basking ceramic bulb. The ambient temperature should range between 75-85oF and drop to between 68-72F at night. The basking spot should allow for daytime direct heat of around 95oF. The light is on a timer and goes out during the evening and allows between 12-14 hours light per day.
- indoor environments are bedded with a soft tortoise friendly substrate to allow Tango to dig.
- A water spray is used to regularly moisten the substrate.
- both enclosures contain slate and stone feeding, bathing, drinking bowl which are refreshes and cleaned daily.
- Enclosures are spot cleaned daily and deep cleaned once per month.
- Temperature readings are taken daily.
- Upon veterinary guidance we do not hibernate Tango and George as we feel the risks outweigh the benefits.



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Bearded Dragon (*Pogona vitticeps*)

Freddie and Maverick our Bearded Dragons are housed in separate 152L x 61W x 58H cm vivariums with a sand and substrate floor covering. They have several hemp hammocks, branches, rocks and a half log for hiding and basking. They have a basking bulb at one end of their enclosures and a 10.0UVB tube light. Their enclosures enable them to move between hot and cold areas to regulate their temperature. A thermostat gradually reduces temperature from day to night.

The basking bulb allows for temperatures of 90-100oF and the cold end of the vivarium is around 72oF. They have stone drinking and bathing bowls and another stone salad dish. They are regularly exercised in a secure room. Their tanks are spot cleaned daily and deep cleaned once per month. Vivarium temperature is checked daily.

Freddie and Maverick are housed singularly as Bearded dragons are not sociable animals and can become stressed and aggressive when housed together.

Hamster (*Cricetus cricetus*)

Our Syrian hamster Mango has a large 180cm x 40cm cage with a deep hamster safe bedding to allow burrowing. Mangos cage is located within the main house to maintain a consistent room temperature of 65-75 degrees Fahrenheit and is kept away from direct sunlight, noises, drafts and radiators. Mangos cage provides numerous hiding places in tubes and nest boxes as well as an exercise wheel, knowing toys and a sand bath to help her clean herself.

- Mangos tank is spot cleaned daily and deep cleaned weekly
- Mango is placed in a smaller carry case whilst her cage is deep cleaned to minimise stress.
- Water bottles and food tanks are cleaned daily

Rabbit (*Oryctolagus cuniculus*)

Our giant rabbit 'Goaty' is kept in a large secure garden with a 16 foot wall to protect him from predators. Over night he is shut in a secure hutch to further protect him and keep him warm. Goatys garden has a variation of stone, sand and grass areas as well as a deep hay bed in his hutch allowing him to burrow down and a range of natural shelters and hiding spots. During extreme cold weather Goatys hutch is moved into the main house to keep him warm over night.

Our other rabbits are kept together in a 200cm x 200cm walk in, covered, enclosure with smaller plastic houses and tubes for burrowing and sleeping. During extreme heat these houses are swapped to cardboard or wooden houses to avoid over heating. During extreme cold weather these are bought inside a 200cm x 300cm lockable, heated room.



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These rabbits also have access to a large run where they have further tunnels, tyres and opportunities to dig.

- Feed and water bowls/bottles are cleaned daily
- All enclosures are spot picked daily
- All enclosures are deep cleaned and hay bedding is replaced weekly

Ferret (*Mustela putorius furo*)

Our Ferret has a large escape proof enclosure built into a solid, well ventilated and lockable brick stable. He has a deep bed of hay enriched with multiple tunnels as well as a separate shavings litter area and a further eating and drinking area. During extreme hot and cold weather he is brought into the main house in a 150cm x 80cm cage equipped with hiding spaces and hammocks. Our ferret is well handled and able to come into the main house and run about secure rooms under close supervision allowing great exercise and enrichment opportunities.

- Water and food bowls are cleaned daily
- Toilet area is spot picked daily
- Enclosure is deep cleaning weekly
- Ferret is placed into his indoor cage during deep cleans to minimise stress.



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Dietary Plan

Overview

At Manor Farm we cater for a vast range of animals from native breeds to exotics. Therefore, our feeding regimes are wide and varied to maintain the best possible health of every creature in our care. Certain species such as horses and sheep also have seasonal dietary changes from fresh grass to hay and hard feed supplement.

All staff involved in animal care are required to be familiarised with current, individual dietary plans and a record of feeds is kept up to date. Animal diet records include, date, time and what was fed, including supplements. This allows us to monitor animals' health and avoid overfeeding or under-feeding and to quickly tackle issues such as overfeeding in horses which can lead to laminitis. Care is taken to observe feeding habits of animals living in groups. Animals who seasonally rely entirely or partly on grazing and free-range foraging such as sheep and poultry will be observed, and the observation recorded.

If a member of staff is concerned or unsure about an individual's feeding plan, they should consult Hannah O'Brien before continuing.

Feed Regime

- Feed is varied where appropriate for the species as some species have sensitive digestive systems and do not benefit from changes in feed.
- Appropriate and varied feeding containers are used, which can be a source of enrichment, such as hay nets and hay piled at ground level for ponies. Treat balls with hard pellets in for pigs, ponies, sheep.
- Ample feed bowls, nets or piles of hay are available for certain species to prevent aggression and to allow all individuals to feed and remain relaxed.
- Occasional gnawing sticks and vitamin C rich veg for guinea pigs and rabbits. All feed and drink containers are cleaned daily and disinfected weekly.
- Feed is clearly separated for individual species. This is particularly important for sheep as pig, poultry and other hard feeds contain copper which is extremely toxic to sheep.

Feed supplies

- Fresh food items including fruit and vegetables are purchased daily from supermarkets to guarantee freshness.



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- Live insects are purchased weekly from specialist stores and housed in a large tank with food and hydration to maintain health for as long as possible. The tank is kept close to but out of sight of the lizard vivarium.
- Dried feeds such as guinea pig food / Poultry grain and pellets / pig rolls, are purchased from Mole Valley Country Stores. All hard feed is kept in metal, rodent proof bins in a designated, dry food storeroom
- Fresh food for livestock is never prepared in the same place and same time as food for human consumption.
- A paddock management plan is in place to maintain quality grazing.
- Hay is purchased weekly from Hurst Haylage and stored in a well ventilated, dry barn and raised from the ground with a bed of loose hay or pallets.

Water

- New food is introduced gradually and extra observations are made to ensure the food is being accepted by the animal.
- All food that has not been consumed by an animal is removed and disposed of daily.

Fresh water is always available to all species and is replaced daily except for paddock troughs which are emptied weekly. Bottles, bowls, troughs and mist sprays are cleaned, scrubbed, disinfected weekly. If an animal defecates in its water or any other contaminant is identified the water vessel is cleaned and disinfected as soon as practicable possible. Water containers are secure and heavy, or weighed down, such as in a tyre to prevent tipping.

Supplements

We feed our animals a range of supplements to promote good health including salt licks, vitamins for horses, sheep, guinea pigs and Nutrobal calcium powder for our lizard and tortoise. The product guidelines are always followed. This is essential for good health as species such as guinea pigs are unable to produce their own vitamin C so can develop scurvy and other health complications without supplements. Tortoises and lizards need supplements such as Nutrobal mineral feed which is high in calcium as without it they can develop dangerous calcium deficiency.

As with grazing some supplements such as mineral and salt licks for horses and sheep are available for the animals to consume as and when they want so daily observations will be made but more specific consumption cannot be recorded.

[illegible]



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Sample Animal ID Record

Complete relevant fields for each individual animal. Complete a new card after each vaccination or annually. All historic cards should be filed.

Date record made	
Species & Name	
Sex	
Microchip / Passport No.	
D.O.B	
Date of arrival	
Departure supplier details	
Diet	
Recent vaccination	
Recent Parasite treatment	
Recent foot trim/sheering Feet should be checked daily. Horses feet should be picked daily and before and after exercising.	
Individual temperament.	
Medical history /other notes	



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Enclosure cleaning policy

Overview

Good cleaning and hygiene practise are an essential part of animal husbandry. We have clear procedures to maintain good health of animals and prevent the spread of bacteria, parasites and infectious disease amongst livestock and humans. Our cleaning regimes vary depending on individual species requirements. Staff undergo training in cleaning regimes for all species and are made aware of paddock management and parasite control programs. We use a range of species appropriate disinfectant including vinegar and water solution, F10 SC disinfectant, Virkon S powder to control coop parasites. All products are securely stored in a locked, staff only room and a COSH register is kept up to date easily accessible if needed for vets.

Daily Checks

- Enclosures and paddocks will be spot cleaned daily to remove food and faecal waste.
- Soiled food and water containers will be cleaned and disinfected as necessary.
- All outdoor animal waste will be collected in a wheelbarrow and scoop and disposed of on the muck heap situated in the field opposite the main site. This is over 20 meters from all enclosures.
- Other waste is incinerated or appropriately stored ready for incineration.
- Concrete areas will be swept and hosed down.
- All enclosures are checked daily for signs of pests.

Weekly and monthly deep cleans

- Paddocks will be given regular periods of rest and rotation.
- All enclosures will be deep cleaned and provided with fresh bedding and substrate monthly or weekly as appropriate. Guinea pig hutches are re-bedded daily.
- Small animal enclosures will be thoroughly cleaned with animal friendly disinfectants weekly.
- Our fish tank undergoes a 50% water change and water quality testing weekly.
- A record of all cleaning is kept.
- Pig sheds and stables when horses are kept in at Amanda James's yard will be completely re-bedded weekly.



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- Troughs will be emptied and scrubbed weekly.
- Lizard feeding tweezers will be disinfected weekly.
- All non-muckheap waste will be incinerated or disposed of in landfill at least weekly to prevent smells and potential health hazards.

Travel containers and horse box

- Any horse transportation will be swept clean after each use and disinfected monthly.
- All small animals travel containers will have fresh bedding every use and be disinfected monthly.
- All livestock which may travel between sites, with the exception of horses and other large livestock, are transported in lockable, labelled containers which may be transferred to alternative vehicles in the event of a breakdown or emergency.
- All containers are secured into vehicles and must not obstruct the drivers view or distract them when driving.
- All livestock travel with relevant paperwork such as microchip numbers and veterinary contact information.
- If an animals movement is restricted during transportation, dates times and reasons are recorded.
- All tagged (cloven hoofed) livestock is rarely transported, if moved all appropriate movement licenses are completed.

When transporting any livestock always ensure there is a secondary vehicle available in case of Emergency.

For small animals this may be any persons employed by manor farm or wickselm house learning centre of which hold a business insurance policy on their vehicle.

For horses and other large livestock, back up transport is supplied by:

**Helen Chapman
37 Cromwell Close
Newtown
Berkeley
GL13 9GA**

[illegible]



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Policy and procedure to control the spread of infectious disease

Overview

Infectious diseases pose a great risk to both animals and humans. It is essential that all staff practise good hygiene and know how to spot the signs of poor health in animals. Visitors must be supervised to ensure good hygiene is adhered to including hand washing under warm running water using soap. Gel handwash can be used immediately after handling where a sink is a distance away, however handwashing should still be carried out as soon as possible as hand gel alone is not an effective solution. Hannah O'Brien is responsible for keeping up to date with DEFRA and other organisations advice and announcements on potential national or local outbreaks of disease. Manor Farm will follow advised procedure including keeping livestock indoors or under DEFRA approved mesh to prevent interaction with wildlife and or instigating biohazard control measures and closing the site to visitors if recommended.

We follow a program of vaccination and parasite control as required for many of our species. Records of medication date, medication name and source of purchase are kept.

Some symptoms are quick to present while others can go easily undetected. During daily animal observations any animals who appear unwell or to be behaving differently from usual will be closely monitored and if needed isolated. These animals will not be handled by visitors to minimize stress

Fly spray and crovect are used to help prevent fly strike, bites and infection.

Bait boxes are used around the site to reduce risk of intrusion and infections spread by pests such as mice and rats.

Quarantine

New Animal Acquisition

We occasionally re-home unwanted pet guinea pigs and acquire 4-10 day old chicks from a reputable breeder whom we hold a longstanding relationship with;

Annie Hall's Poultry, The old Rectory, Wapley Hill, Westerleigh, BS37 8RJ

- All new animals will be recorded, and the relevant bodies will be notified.
- All new guinea pigs will be inspected for external parasites and treated if necessary. Unless evidence is given that they have been treated for internal parasites they will be treated during the quarantine period.
- All new guinea pigs will be quarantined for thirty days as most known disease symptoms in this species show in this time frame.
- Guinea pigs do not require vaccinations.



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- Care will be taken to wash hands and if needed remove outer layers before interacting with other livestock.
- Chicks are quarantined from other livestock for six weeks as they are housed in a brooder in a separate room. They are purchased from a reputable breeder who vaccinates them at a day old. They can be handled after an initial settling in period of two days. Hand washing is always carried out before and after handling.
- Guinea pig and chick enclosures are cleaned and disinfected daily and are made from hygienic plastic. Feeders and drinkers and furniture are also plastic and easy to clean.

Health issues of existing livestock

All animals are checked daily for good health and a record is kept. Staff are trained and access regular CPD training to best understand how to spot problems early. A vet will be consulted at the earliest opportunity if there are concerns about an animal. All existing housing will be disinfected at the earliest opportunity and companions closely observed or quarantined if recommended.

- If an animal appears sick or to be behaving in an out of character or unusual way it will be quarantined and observed.
- Any quarantined or animals showing signs of illness will be cared for after all other animals. Appropriate bio security measures will be used i.e. disinfectant hand wash, boot wash and protective clothing.
- The animal will be kept away from visitors.
- Biohazard controls such as foot dips and warning signs will be put in place as necessary.
- If we cannot adequately house the animal on site, it will be kept at a designated isolation facility at Tyndale Farm Veterinary Practise (See attached letter of consent); Tyndale Veterinary Practise, Lower Wick, Dursley. GL11 6DD
- Biohazard controls will be initiated when transporting sick animals including full disinfection of transport, clothing and footwear.
- Records will be kept.
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Enrichment Plan

Effective animal husbandry relies heavily on animal enrichment. At Manor Farm we are passionate about sharing with visitor the importance of bonding, caring for and building a relationship with animals entrusted into our care. Enrichment can take place during almost all aspects of care from feeding, grooming and exercising to daily observations and health checks.

Building strong, trusting relationships and routines with animals makes it far easier to handle and care for them. In turn ensuring they are as happy, healthy and as stress free as possible.

Environment and enclosures

We research to offer the best possible captive enclosures for our animals and replicate their natural environment as much as possible. For small animals this may be offering plenty of places to hide and explore or climb and bask and suitable substrates to roll or dig in. For our Lizard, tortoise and fish we alternate day and night light and temperature in vivarium. The filter mimics natural currents in our fish tank. Much of our farm livestock, such as poultry sheep and pigs live out and 'free range' during daylight as often as weather permits but with adequate shelter. Our geese and duck enjoy time on the pond. Ponies are regularly exercised outside of their enclosures by appropriately trained staff or contractors. This may be being ridden on hacks or lunged in a field or arena. We offer treat balls to intellectually stimulate pigs and ponies when they are shut in. Animals are all housed in appropriate social groups unless in quarantine.

Feeding as Enrichment

Our animals love feeding time and where appropriate food is varied to stimulate interest. Freddie our lizard enjoys live crickets and locusts with the occasional fatty meal worm as a treat. The use of treat releasing balls is stimulating and hand feeding appropriate breeds encourages trust. Our ponies are both allowed to graze and forage and when shut in they are offered hay from nets and the ground to replicate grazing and foraging. Our pigs enjoy being allowed to rotavate patches of land with their snouts to hunt for food and when shut in they enjoy snuffling in the straw for hard feed. Guinea pigs and hens can be kept busy with strategically placed vegetable treats.

Grooming as Enrichment

Many of our animals require daily grooming and it is a great way of bonding with them and helping them to relax while assessing health. Many of our animals naturally groom one



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another and grooming from humans helps build positive relationships. Our ponies and sheep will happily line up together to be groomed and have their feet seen to.

After exercise sweat and mud are washed off ponies with a warm water tap as we have learnt they much prefer this to a traditional cold tap.

Our guinea pigs also enjoy gentle quiet grooming and a warm but brief weekly bath.

Tango our tortoise is bathed weekly to encourage hydration. Although he is not happy to be held for long periods, he enjoys a warm bath in a non-slip container and exercising by following trails of food which replicates natural foraging.

Animal enrichment is a fun and ever evolving part of our job and we strive to learn and apply new skills all the time.



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Death of an animal procedure

Overview

Dealing with the death of an animal is a sad but inevitable part of animal husbandry. Recording, reporting and correctly disposing of carcasses is essential for the health and safety of other animals and humans.

At Manor Farm we have rehomed several elderly guinea pigs, so we do expect to care for animals naturally reaching the end of their lifespan. We seek veterinary advice in how to care for elderly individuals and aim to make them as comfortable as possible.

Procedure in the event of an animal death

- The death of any animal must be reported to Hannah O'Brien as soon as possible.
- The death and any relevant information must be recorded on the animal's individual record.
- Stroud Council Animal Welfare department must be notified as soon as possible.
- Where required DEFRA must be notified.
- Where required small holder's logs must be updated.
- Only competent and/or licensed persons can euthanize an animal.
- Any euthanised animal must be recorded along with a log of who, what, when, where and why the procedure was performed.
- Carcasses must be disposed of quickly and hygienically to prevent disease, smell or pests.
- In the case of large livestock such as horses, sheep and pigs a registered and licensed individual or company will be employed to professionally dispose of the carcass.
- In the case of smaller animals' carcasses may be incinerated or sent to landfill.
- In all cases details of disposal will be recorded.



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CPD and staff training policy

Overview

The staff involved in animal care at Manor Farm come from a variety of backgrounds and bring a varied wealth of experience to the team, from vet nurses to small holders, equestrian livery yard managers and animal management students. We understand that in addition to valuable skills and qualifications gained outside of our employment, continued personal development and training is essential for all staff in order to offer the best possible care to the animals we work with.

Training opportunities at Manor Farm,

- All staff undergo induction training to familiarise themselves with the site and individual animals. No staff member is required to handle or supervise livestock which they are not competently trained to or confident to work with.
- We hold regular group staff training days and evenings where individual staff members are encouraged to share their expertise with one another.
- We offer mentoring on-the-job.
- We fund a range of training opportunities with organisations, staff are actively encouraged to request to attend training which they feel would be useful and inspiring.
- We recommend and fund online training courses.
- We attend free courses offered by local vets, farriers and animal care professionals.

Training Records

All current, relevant qualifications and experience are recorded on individual staffs records and all ongoing training and development is also recorded. This allows us to keep track of personal achievements and identify areas where knowledge could be improved upon.

In addition, we operate a safe recruitment process whereby all staff are required to complete a role application form before being invited for interview. A minimum of two references are obtained for successful candidates and an enhanced DBS certificate is requested to assess their suitability to work with animals and visitors.

[illegible]



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Animal usage policy

Overview

Our core ethos is to help children and visitors understand the importance of good animal husbandry and caring for the environment and wildlife habitats we live alongside. Much of our work involves visiting children observing our animals in their fields and enclosures rather than potentially stressful handling experiences. However, many species thrive and rely on regular interaction and grooming so we build these activities into experiences for visitors. For our exotic animals and chicks, we offer short five to fifteen-minute sessions where staff closely monitor interactions.

Animals are only available for handling when a competent staff member is present. This staff member will assess the environment is safe and appropriate for the animals and handlers (no loud noises or other animals which may cause aggression).

Young animals are only handled by competent members of staff and are trained using positive reinforcement until the animal becomes used to handling and can be handled by visitors.

Children visit our site to experience an all-round, outdoors day on a small holding so no individual animal is required to be used on any particular day. This means individuals are all given plenty of rest periods. Thursday's are our equestrian themed days where ponies are groomed but in the event a pony needed rest grooming can be replaced with stable management, theory and on foot gymkhana games.

Guinea pig handling is a popular activity, so we own a number of guinea pigs to allow individuals to rest.

On the rare occasion our animals travel to visit our sister site they are travelled no more than once per week to allow rest and minimize stress.

Recording usage

Whenever an animal is specifically used for an encounter, excluding being observed in its own enclosure the experience will be recorded in its animal usage record. This record will include date, time in and out and confirmation a visual health check has been carried out. Whenever there are visitors on site this will also be recorded in the animal's usage record as a 'site visit' to track impact of visitors on livestock.

Health checks

All the breeds we keep are regularly kept as pets or small holding livestock in the UK. We record and train staff on individual animals' temperaments to assess suitability for handling.



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Most species we keep rely on some form of handling or grooming to maintain good health. Where an individual is identified as having a nervous or aggressive temperament it is recorded on its animal log and the individual is not used for visitor handling.

Staff carryout health checks before and after handling and as part of daily observations. Staff are aware of individual species body language to asses stress or ill health.



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Any animals found to be behaving out of character or with suspected ailments should not be used and should be reported to Hannah O'Brien as soon as possible for further assessment and advice of our veterinarian may be required.

As we keep a very varied range of species it is important for our staff to be familiar with each breed. Signs of stress can include, but are not limited to;

- Defensive posturing, noises or aggression
- Aggressively herding companions away from humans or gateways
- Reduced appetite
- Lethargy or rapid movement
- Kicking, bucking, rearing
- Shaking and shivering
- Hiding
- Respiratory ailments
- Bleating, wining and whinnying

Signs of illness or injury can include, but are not limited to;

- Visible damage, cuts, bites, lesions
- Lameness, limping, inhibited movement
- Swelling of limbs or other areas
- Loss of muscle tone and strength
- Unbalanced gate
- Puss or fluid from eyes, nose or beak
- Evidence of prolapse
- Hair loss
- Rashes or irritated skin
- Appearance of fungal mould on fish
- Inability to swim with usual momentum in fish
- Inability to fully extend wings in birds
- Inability to fly to perches in birds

We do not allow public access to sick, stressed or quarantined animals.

[illegible]



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Transportation policy

Overview

We occasionally transport our lizard, tortoise, guinea pigs and Shetland pony for short visits to our sister holiday club site based at Wickselm House, which is an eight-minute drive away.

In the even our animals need transporting to a vet our registered veterinarian practice is ten minutes' drive away.

- Staff undergo appropriate training before travelling animals.
- Drivers must hold appropriate licenses and experience for animal transportation vehicles.
- Great care will be taken to minimize stress and disruption during the transportation of animals.
- Experienced staff will prepare animals for travel using appropriate protective aids such as equine travel bandages.
- Species specific designated cages, trailers, mobile enclosures will be used taking care to maintain required temperatures and airflow.
- All legally required paperwork such as movement licenses will be completed within the required time frames. Horses travel with identification passports.
- An accident / incident book will be kept in vehicles during animal transportation.
- Separate animal and human first aid kits will be kept in vehicles during animal transportation.
- Animals will not be left unattended in vehicles.
- Travel time will be minimized as much as possible.
- After traveling animals will be given appropriate time to recover and settle before being exhibited.
- Any planned travel will be cancelled in extreme adverse weather conditions.
- In the event of vehicle breakdown, a replacement vehicle would be sent from the main site.



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Working Animal Policy

Our core business is childcare in a rural setting where up to fifty children accompanied by five Manor Farm staff visit our holiday camp which is based in the grounds of the owners small holding. We also run a holiday camp for up to thirty children based at Wickselm House. We occasionally take a small selection of our animals to visit the Wycliffe site, but our core animal exhibition business is based at Manor Farm.

Most of our animals are observed in their enclosures or exhibited free range on the farm and in the field. Our exhibition activities are centered around the animal husbandry, grooming, exercising, bathing, and cleaning which are required by each species to stay healthy and happy. Visiting children can take part and assist with these activities under the close supervision of trained staff in small groups. This means stress is minimized as unnecessary handling and exhibiting aren't part of our core business.

All visiting children are given a safety and animal handling talk during morning registration. This includes;

- Being calm, and quiet around animals
- How to handle guinea pigs safely
- How to hold chicks
- How to groom animals
- Safe handwashing
- How to feed animals safely
- Which animals NOT to hand feed such as geese
- Pony safety including how to groom and where to stand

These rules are reinforced during animal interactions.

Any children behaving inappropriately are restricted from animal handling and or sent home.

In addition, the following processes help us keep animals and visitors safe and happy;

- All livestock are exhibited in appropriate, safe enclosures.
- During grooming ponies are closely supervised and tied to twine via a head collar in a secure area.
- When animals are exhibited at our sister site, they are not transported more than once a week to allow a six-day rest period.
- Our Shetland pony is groomed for no more than fifteen minutes at a time and with excessive breaks and is returned within one hour.

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