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## External-Assessment of Existing Member

### Standard Operating Procedure

Standard Operating Procedures are designed to be shared with members and new member applicants in the interests of transparency

#### Key definitions:

<b>Site / Centre:</b>	A single location housing animals, or a group of locations housing animals but under common management
<b>Foster Carer:</b>	Typically a domestic home providing temporary care for an animal, or small number of animals. If a foster home is under the management of a specific site / centre of an organisation it does not need to be separately assessed, but the process for selection and management of foster homes will be assessed

#### Procedure:

- External assessments of all members will be carried out such that every member will be assessed at least once every three years.
- External assessments may take place in the same year as self-assessments.
- The members to be externally assessed each year will be decided by the Standards and Animal Welfare Committee that reports to the Board of Trustees.
- One or two Assessors will be appointed by the Board or the Standard and Animal Welfare Committee to complete the external assessment within 4 months.
- In light of the current circumstances, the procedure set out at Appendix A is applied.
- The Assessor will submit their completed assessment form and where applicable, the member's action plan for any areas scoring less than 2 to [assessment@adch.org.uk](mailto:assessment@adch.org.uk)
- A copy of the completed assessment form will be sent to the member.
- The Member and Administration Manager will compile a report based on assessment forms received, for the Standards and Animal Welfare Sub-Committee.
- The report will use a traffic light system to illustrate members' assessments that are received and are; compliant (green); received and non-compliant (amber); and not received (red), along with further information on the degree and nature of any non-compliance.
- In cases where Members persistently fail to facilitate and external assessment, the Standards and Animal Welfare Committee may recommend to the Board of Trustees that their membership be terminated.
- If a non-compliant member has not submitted their action plan by the deadline, the Standards and Animal Welfare Committee may recommend to the Board of Trustees that their membership be terminated.

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12. For members with multiple sites, please refer to SOP4 for guidance on the process for external assessment

**Further Guidance:**

Further guidance can be obtained from ADCH staff ([enquiries@adch.org.uk](mailto:enquiries@adch.org.uk))

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## APPENDIX A:

### External-Assessment of Potential and Existing Members Temporary Changes to Assessment Process

Throughout these documents, “Assessors” refers to both trained, and trainee Assessors

#### Assessment Schedule Planning

1. Assessors will confirm that they have read ADCH’s Risk Assessment (see Appendix B)
2. Staff and Assessors will check for any issues with crossing borders where relevant
3. Assessors will ensure they have appropriate PPE.
4. Assessors will complete pre-assessment meeting remotely via telephone/Zoom and complete the Pre-Assessment checklist. During the call, the Assessor will:
  - a. Check with Member that there is no local surge in coronavirus cases, or recent case of coronavirus at the site.
  - b. Liaise with host to understand their requirements and request copy of their risk assessment for having visitors on site.
  - c. Gather as much information as possible that will minimise time on site and contact with Member staff/volunteer.
  - d. Arrange to meet with just one representative from the rescue, at a mutually convenient time.
  - e. Where appropriate, discuss and consider the site layout and check that a second/ Trainee Assessor can be safely included on site
  - f. Advise Member what to expect during and after the site visit.
  - g. Request that Members email any supporting information to the Assessor rather than providing in paper format.
  - h. Ensure hand washing facilities, with soap and water, will be made available at the assessment site.
  - i. In some instances, e.g. when assessor capacity is limited, or concerns have been raised during initial assessment, the Assessor may request a virtual video tour prior to the on-site visit.
  - j. Rescues working from foster homes or in rented facilities (whether or not they also have other facilities) need to have in place mechanisms to ensure that their animals are cared for in line with the standards. The mechanisms could include written procedures for fosterers and kennel owners, video or physical visits to the premises, training or other processes. The essential concept is that an animal has the same needs and right to good welfare, where-ever they are being housed by an ADCH Member. Members should not rely on local authority licencing as evidence of quality. Members should not apply any lower standards to volunteer fosterers than to paid staff in terms of animal welfare.

#### Travelling to/from Site

5. Current legislation should be followed with regard to wearing face coverings on public transport and in shared vehicles.

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### **Site Visit**

6. Assessors to avoid unnecessary contact with surfaces and objects.
7. Assessors to maintain social distancing as advised by Government guidelines. Where it is not possible to maintain social distancing a face covering should be worn.
8. Wherever possible the assessment should take place outdoors. For example, Assessors may need to walk through a cattery, but any discussions should take place outside.
9. Assessors should take their own equipment.
10. If, during the visit, an Assessor feels unwell with symptoms of coronavirus, they should return home immediately and follow guidance on self-isolation and testing. The rescue should be advised, via telephone, and test and trace procedures should be followed.
11. Anyone can abort the assessment if at any time they feel unsafe/uncomfortable.

### **Post-Assessment**

13. Feedback and a copy of the assessment, along with any documents/information that might be helpful should be emailed to the Member after the assessment.
14. The application process will resume as normal.

## APPENDIX B: ADCH Risk Assessment for external assessment

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<b>Coronavirus Risk Assessment</b>	Likelihood	1 Improbable	2 Remote	3 Possible	4 Probable	5 Highly Likely
	Severity					
<b>Carried out by:</b> Standards & Animal Welfare Committee	5 - Potential Fatality	5	10	15	20	25
<b>Date:</b> V1.6 September 2021	4 - Major Injury	4	8	12	16	20
<b>Location:</b> Potential Member and Member Sites	3 - LTA > 3 day	3	6	9	12	15
<b>Task / Process:</b> Assessment (during coronavirus crisis) of Potential ADCH Members and ADCH Members	2 - LTA < 3 day	2	4	6	8	10
<b>When identifying HAZARDS consider:</b> a) The job Task (who, what, where, when, how) b) The environment (temperature, noise, lighting) c) Materials, Equipment and substances	1 - Minor Accident or First Aid	1	2	3	4	5

Hazard	Description of potential accident / injury / loss	What Action Should Be Taken to Control the Risk?	Who Needs to Carry out the Action	Controlled risk ratings			Hazards/Risks that remain and/or will require monitoring
				Likelihood	Severity	Score	
Assessors contracting Covid and/or who may be at risk or shielding	Contraction/ spread of COVID 19	<ul style="list-style-type: none"> <li>Assessors to advise ADCH if they are willing and able to carry out Assessments safely.</li> <li>Assessors to inform ADCH of any change in circumstance.</li> <li>Assessors may wish to consider their vaccination status</li> </ul>	Assessor	2	3	6	
Onsite assessment of kennels / grounds – contact with member	Contraction/ spread of COVID 19	<ul style="list-style-type: none"> <li>Initial assessment to be carried out remotely via telephone/ zoom to minimise time on site/contact with Member staff/volunteers.</li> <li>Assessor to liaise with host to understand their requirements and request copy of their risk assessment as this would be site-specific.</li> <li>Checks for local surges of coronavirus cases.</li> </ul>	Assessor	2	3	6	Latent risk of coronavirus infection. Good hygiene (washing hands, not touching face, sneezing, cough into crook of elbow) throughout the

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Hazard	Description of potential accident / injury / loss	What Action Should Be Taken to Control the Risk?	Who Needs to Carry out the Action	Controlled risk ratings			Hazards/Risks that remain and/or will require monitoring
				Likelihood	Severity	Score	
organisation staff/volunteer		<ul style="list-style-type: none"> <li>Request supporting information sent via email rather than handed over on site.</li> <li>Ensure hand cleansing facilities are available.</li> <li>Ensure appropriate PPE available (Assessor to supply own or obtain from employer)</li> <li>Where at all possible the site visit should take place outside.</li> <li>Where more than one Assessor has been assigned the Lead Assessor should assess whether the layout of the site could accommodate the additional assessors and any additional risk this may pose.</li> <li>Assessor to avoid contact with surfaces and objects where possible.</li> <li>Assessor to maintain social distancing as advised by Government guidelines. A face covering should be worn if any part of the visit takes place inside</li> </ul>				3	day will keep risk to a minimum. If anyone becomes unwell with any recognised symptoms of Covid-19 they should go straight home and follow the latest guidance
Suspected case whilst carrying out assessment	Contraction/ spread of COVID 19	<ul style="list-style-type: none"> <li>Assessors may wish to consider undertaking a lateral flow test prior to assessment if they are available</li> <li>If Assessor develops symptoms of coronavirus whilst on site, they should return home immediately and follow the latest guidance for testing and self-isolation, and advise the host (by phone etc)</li> </ul>	Assessor	1	3	3	Assessor to ensure track and trace process is followed.
Poor hygiene	Contraction/ spread of COVID 19	<ul style="list-style-type: none"> <li>Assessors to wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use 70%+ alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by Public Health England</li> </ul>	Assessor	2	3	6	

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Hazard	Description of potential accident / injury / loss	What Action Should Be Taken to Control the Risk?	Who Needs to Carry out the Action	Controlled risk ratings			Hazards/Risks that remain and/or will require monitoring
				Likelihood	Severity	Score	
		<ul style="list-style-type: none"> <li>Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</li> </ul>					
Travelling to and from site	Contraction/spread of COVID 19	<ul style="list-style-type: none"> <li>Face coverings should be worn on public transport and in shared vehicles as required by current legislation</li> <li>Wash hands before and immediately after travel.</li> </ul>	Assessor	2	3	6	Contamination post visit to organisation - Hand hygiene to be maintained and the use of PPE if required
Use of equipment and paperwork	Contraction/spread of COVID 19	<ul style="list-style-type: none"> <li>Own equipment to be used and not shared to reduce transmission risk</li> </ul>	Assessor	1	3	3	
Post-Assessment Briefing	Contraction/spread of COVID 19	<ul style="list-style-type: none"> <li>Feedback will take place remotely and a copy of the Assessment and any other helpful advice and guidance will be sent via email.</li> </ul>	Assessor ADCH Staff	1	3	3	
Impact to mental health	Stress/Burn-out	<ul style="list-style-type: none"> <li>ADCH to proactively manage the Assessment Programme, ensuring individual Assessors are not asked to carry out a disproportionate number of visits.</li> <li>Assessors given opportunity to take a break from the Programme at any time without penalty and encouraged to ask if they feel the need to do so</li> </ul>	Trustees ADCH staff	2	2	4	