

## Health and Safety Guidance: Events in store

This guidance applies to any charitable organisation holding activities in store for fundraising purposes. This applies to fundraising activity occurring inside or outside the Pets at Home store.

Please ensure time is taken to read through this document so everyone involved in your fundraising activity is aware of the risks and controls needed to keep everyone safe whilst events are taking place.

### 1. Risk assessments

- 1.1. All charities must take steps to protect your employees, volunteers and others from harm. We cannot provide advice on risk assessment and management; you should seek advice from the HSE.

### 2. Public liability insurance

- 2.1. All organisations coming into store (with or without pets) **MUST** have current and valid public liability insurance. A copy of this **MUST** be available for every event.

### 3. What will stores provide/do?

- 3.1. Explain the store fire emergency procedures and identify fire exits and the Assembly Point.
- 3.2. An Emergency First Aid at Work trained person is provided in all stores. The store should explain First Aid and Accident reporting procedures.

### 4. Pets in store

- 4.1. The following animals are not permitted:
  - cats, rabbits, guinea pigs and other 'small furrries'
  - exotic animals (e.g. meerkats)
  - equines
  - farm animals (e.g. goats)
  - anything listed in the Dangerous Wild Animals Act
  - any dog breed listed and banned under the Dangerous Dogs Act
- 4.2. Dogs are the preferred and permitted species in store, subject to 4.3. Please contact the Foundation team should you wish to bring into store any species not marked in the exemptions list (4.1).

4.3. All dogs **MUST** be:

- kept on a lead at all times
- over 3 months of age
- fully vaccinated as advised by the organisation's vet, including kennel cough (a copy of the vaccination record must be available if requested)
- up to date with flea and worming treatments
- healthy, and not showing any symptoms of illness
- assessed for appropriate temperament and kept under close control
- neutered, unless a medical or behavioural reason dictates otherwise

4.4. For long events, time away from the public must be allowed for. As a minimum we recommend for every two hours in store, a minimum of 15 minutes away from the general public to allow the animal time to rest. We recommend a maximum of 6 hours on the shop floor in any one day.

4.5. Hand sanitization measures **MUST** in place for any person handling the animals. You should also provide anti-bacterial gel/foam for the use of customers. The store can provide this if required.

4.6. If you are bringing animals with you a sign **MUST** be displayed clearly stating: "Please do not touch the animal/s without supervision/permission".

4.7. Water/food must be provided for any species which require it.

4.8. Only one animal per handler.

## 5. Miscellaneous

5.1. You must ensure anyone handling your animal is supervised at all times.

5.2. The Event Organiser must obtain all relevant licenses and consents needed to ensure the event is legal.

5.3. Please note that interactions between your animal and the public may require a specific licence; it is your responsibility to check if an exhibition license is required. The Pets at Home Foundation does not have the expertise to provide advice on licenses. We recommend that you fully research this before coming into store.

5.4. The event organiser must ensure that the event has sufficient supervision. This is especially important if children will be participating.

## 6. Queries

6.1. Any specialist queries relating to risk, health and safety, licensing or insurance should be directed to a relevant expert body. Pets at Home and the Pets at Home Foundation are unable to offer advice.

6.2. Any other queries should be directed to [partnerships@petsathomefoundation.co.uk](mailto:partnerships@petsathomefoundation.co.uk)