



Transporting Animals Policy

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Bale's Farm will only transport animals when necessary. Therapy dogs will travel more frequently than other animals due to the nature of their work. Any signs of distress (constant barking, heavy panting, whining) must be discussed with the director. If a dog is in distress, they may only be transported in a vehicle to seek veterinary care or to return the dog to the owner.

Vehicle Safety

Staff must have a valid driver's licence and only authorised drivers can drive the company vehicle/s (with the exception of mechanics conducting repairs and persons assisting in emergencies).

The employer will ensure the company vehicle/s are in safe working order with a valid MOT and business insurance. The employer must ensure vehicles are safe and roadworthy by carrying out daily visual check as recommended by the Health and Safety at Work Act 1974. Staff using their vehicles are responsible for ensuring they have suitable business insurance and a valid MOT.

If the staff member has any concerns regarding the safety of the vehicle this should be brought to the attention of the director immediately, and the staff member should not drive the vehicle until the concern has been resolved.

Therapy Dogs and Cats

As per The Highway Code (Rule 57); When in a vehicle make sure dogs or other animals are suitably restrained so they cannot distract you while you are driving or injure you, or themselves, if you stop quickly. A seat belt harness, pet carrier, dog cage or dog guard are ways of restraining animals in cars.

Staff transporting Therapy Dogs will be supplied with a seat belt to use in their own vehicle or company vehicle. A cat carrier will be used when transporting cats.

The seatbelt should be used as per the manufacturer's guidelines. Staff should visually check the seatbelt before each use, ensuring it is fit for purpose. The visual check includes:

- Checking the material is not broken, frayed, or showing signs of wear.
- Metal is not bent or deformed.
- All parts of the seatbelt are in good working condition.
- The seatbelt attaches correctly to the seatbelt connector in the vehicle.
- Metal is not too hot from being left in the sun, which could burn or injure the dog.

Staff should let the daily manager or director know if the seatbelt is not fit for purpose and this will be replaced immediately. A condemned seatbelt will be disposed of and no longer used by staff.

Small Animals (chickens, ducks, rabbits, guinea pigs)

Small animals should be placed inside a carrier when travelling in a vehicle. The carrier should be an appropriate size for the size of the animal, as per the manufacturer's guidelines. Staff should place the carrier in the car boot of the vehicle. If the car boot is not available, the carrier can be placed on the back seat, and secured in place using a seatbelt. The carrier should be visually checked before each use. If the carrier is showing any signs of wear, the daily manager or director should be notified so that a suitable replacement can be provided. The visual check includes:

- Check for signs of wear and cracks in the material.
- Are there any parts of the carrier broken or sticking out that could pose a risk to an animal inside the carrier?
- Does the door of the carrier open and close and can the door be fastened shut using the original latch?

Large animals (horses, sheep)

Large animals will not be transported by Bale's Farm or Bale's Buddies Therapy Dogs Community Outreach staff. A professional company will be arranged by the director to transport. The director will ensure the company used is reputable and has the necessary compliance certificates such as DEFRA Type 2 and certificate of competency as well as the relevant insurance.