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## New Member Applications

### 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:

1. After reading the eligibility criteria and guidance on the website, prospective Members either complete and submit their application online or request an application form which may be emailed or posted to the Memberships Officer. Prospective Members will need to provide details of two existing ADCH Members who would be willing to endorse their application. Where this is not possible, prospective Members should provide details of two professional referees e.g. vet, local authority.
2. Relevant accompanying documents should be uploaded to the web form or attached to the email/postal application form. Accompanying documents will include:
  - A copy of the organisation's constitution
  - Two years of accounts. Where accounts are not available, such as for newly formed organisations, recent bank statements for all bank accounts of the prospective Member should be submitted. Recently formed organisations who do not have two years of accounts will still be considered but assessed again after two years.
3. The Memberships Officer will: -
  - a. check and acknowledge receipt of the application form and supporting information, advising that they will be contacted in the near future with regard to the next steps, or request any further information if needed.
  - b. contact referees to ensure they are happy to endorse the application.
  - c. email all Trustees with basic information about the organisation, requesting approval within 10 days. Where no concerns are raised the Memberships Officer will progress the application.
  - d. In light of the current coronavirus situation, the process set out in Appendix A (page 3) applies to assessments.
4. Where possible, the assessment will be carried out within 6-8 weeks of receipt of the application

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5. Within 7 days of the visit, the assessors will submit the following to [assessment@adch.org.uk](mailto:assessment@adch.org.uk): -
  - a. A completed Assessment Form.
  - b. A completed Assessment and Recommendations Report, highlighting any areas that scored less than two.
  - c. The prospective member's action plan or other information, to resolve areas scoring less than two (in complex cases requiring significant facility rebuild, an application may be placed on hold pending further detail).
6. A copy of the completed assessment form, but not the Assessment and Recommendations Report, will be sent to the applicant by the assessor/s.
7. The reports and relevant documents are submitted to the Standards and Animal Welfare Committee for approval by email or discussion and decision at the next Committee meeting.
8. The Committee can either approve or decline applications for membership or, in some cases, an application may be referred to the Board of Trustees for a decision.
9. If accepted the Memberships Officer confirms ADCH's decision to the applicant / member in writing.
10. If the applicant is accepted, the Bookkeeper issues an invoice for the membership fee, according to the current fee schedule and on a pro-rata basis for the remainder of the membership year.
11. If the application is declined, the Memberships Officer shall communicate the decision to the applicant, along with whatever other information is deemed appropriate. The applicant shall be informed of the appeal process.
12. For new member applicants with multiple sites, please refer to SOP 4 for assessment process

## **Appeals**

As per the ADCH constitution, the Trustees:

- I. Shall, if they decide to refuse an application for membership, give the applicant their reasons for doing so, within a reasonable timeframe of the decision being taken, and give the applicant the opportunity to appeal against the refusal; and
- II. Shall give fair consideration to any such appeal, and shall inform the applicant of their decision, but any decision to confirm refusal of the application shall be final.

## **Further Guidance:**

Further guidance can be obtained from the ADCH Member and Administration Manager [therese@adch.org.uk](mailto:therese@adch.org.uk)

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## APPENDIX A:

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

#### Assessment Schedule Planning

1. Assessors/Trainee Assessors will confirm that they have read ADCH's Risk Assessment (see Appendix B) and Summary of Changes document.
2. ADCH, Assessors and Trainee Assessors will check for any issues with crossing borders.
3. Assessors/Trainee Assessors will ensure they have appropriate PPE.

#### Initial Assessment

4. Assessor will complete pre-assessment meeting remotely via telephone/Zoom and complete the Pre-Assessment checklist. Where technology allows, Trainee Assessors should be invited to attend the initial call. During the call, the Assessor will:
  - a. Check with Member that there is no regional lockdown 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, at a mutually convenient time.
  - e. Where appropriate, discuss and consider the site layout and whether a second/ Trainee Assessor can be safely included.
  - 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.

#### Travelling to/from Site

5. The Lead Assessor and Trainee Assessors [if applicable] should travel in separate vehicles.
6. Face coverings should be worn on public transport and in shared vehicles.
7. Assessor/Trainee Assessor should wash hands before and immediately after travel.
8. Any essential stops should be planned ahead.
9. Only one Assessment will be carried out in a day to minimise the risk of disease transfer.

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### **Site Visit**

10. Assessor/Trainee Assessor to avoid contact with surfaces and objects as much as possible. Wearing of gloves is optional.
11. Assessor/Trainee Assessor to maintain social distancing as advised by Government guidelines. Where it is not possible to maintain social distancing a face covering should be worn.
12. Wherever possible the assessment should take place outdoors, e.g. assessors may need to walk through a cattery, but any discussions should take place outside.
13. Assessor/Trainee Assessor to take own equipment (paper, pens, hand sanitiser, tissues).
14. If, during the visit, Assessor/Trainee Assessor develops a high temperature or a persistent cough, they should return home immediately and follow guidance on self-isolation.
15. Anyone can abort the assessment if at any time they feel unsafe/uncomfortable.

### **Post-Assessment**

15. 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.
16. The application process will resume as normal.

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<b>Coronavirus Risk Assessment</b>		Likelihood				
		1 Improbable	2 Remote	3 Possible	4 Probable	5 Highly Likely
<b>Carried out by:</b> Standards & Animal Welfare Committee	<b>5 = Potential Fatality</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>	<b>25</b>
<b>Date:</b> V1.4 August 2020	<b>4 = Major Injury</b>	<b>4</b>	<b>8</b>	<b>12</b>	<b>16</b>	<b>20</b>
<b>Location:</b> Potential Member and Member Sites	<b>3 = LTA &gt; 3 day</b>	<b>3</b>	<b>6</b>	<b>9</b>	<b>12</b>	<b>15</b>
<b>Task / Process:</b> Assessment (during coronavirus crisis) of Potential ADCH Members and ADCH Members	<b>2 = LTA &lt; 3 day</b>	<b>2</b>	<b>4</b>	<b>6</b>	<b>8</b>	<b>10</b>
<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	<b>1 = Minor Accident or First Aid</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

Hazard	Description of potential accident / injury / loss	What Action Should Be Taken to Control the Risk?	Who Needs to Carry out the Action	Risk Rating Post Action			Hazards/Risks that remain and/or will require monitoring	Result L, M, H
				1	3	6		
Assessors who may be at risk/shielding	Contraction/spread of COVID 19	<ul style="list-style-type: none"> <li>Assessors to advise ADCH if they are at risk/shielding and to consider and advise ADCH if/when they are willing/able to carry out Assessments safely.</li> <li>Assessors to inform ADCH of any change in circumstance.</li> </ul>	Assessor	1	3	3		L
Onsite assessment of kennels/grounds – contact with member organisation staff/volunteer	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 regional lockdown or recent case of coronavirus.</li> <li>Request supporting information sent via email rather than handed over on site.</li> <li>Ensure hand washing facilities with soap and water will be made available.</li> <li>Ensure appropriate PPE available (Assessor to supply own or obtain from employer. Assessor may request reimbursement from ADCH).</li> </ul>	Assessor	2	3	6	<ul style="list-style-type: none"> <li>Latent risk of coronavirus infection. Good hygiene (washing hands, not touching face, sneezing, cough into crook of elbow) throughout the day will keep risk to a minimum.</li> <li>If anyone becomes unwell with a new continuous cough or a high temperature they should go straight home and follow the stay at home guidance.</li> </ul>	M

## APPENDIX B: ADCH Risk Assessment

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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	Risk Rating Post Action			Hazards/Risks that remain and/or will require monitoring	Result L, M, H
		<ul style="list-style-type: none"> <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 as much as possible. Wearing of gloves is optional.</li> <li>Assessor to maintain social distancing as advised by Government guidelines. Where it is not possible to maintain social distancing a face mask should be worn.</li> </ul>						
Suspected case whilst carrying out assessment	Contraction/spread of COVID 19	<ul style="list-style-type: none"> <li>If Assessor develops a high temperature or a persistent cough while on site, they should return home immediately and follow the guidance on self-isolation.</li> </ul>	Assessor	2	3	6	<ul style="list-style-type: none"> <li>Assessor to ensure track and trace process is followed.</li> </ul>	M
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> <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>	Assessor	2	3	6		M
Travelling to and from site	Contraction/spread of COVID 19	<ul style="list-style-type: none"> <li>Assessors should travel in separate vehicles.</li> <li>Face coverings should be worn on public transport and in shared vehicles.</li> <li>Essential stops should be planned ahead of time.</li> <li>Wash hands before and immediately after travel.</li> <li>Only one Assessment to be carried out in a day to minimise the risk of disease transfer</li> </ul>	Assessor	2	3	6	<ul style="list-style-type: none"> <li>Contamination post visit to organisation - Hand hygiene to be maintained and the use of PPE if required</li> </ul>	M
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 (e.g. pens, hand sanitiser, tissues, paperwork).</li> </ul>	Assessor	2	3	6		M

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				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		L
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</li> <li>ADCH will promote mental health &amp; wellbeing awareness to staff and volunteers during the Coronavirus outbreak.</li> </ul>	Trustees ADCH staff	2	2	4		L