



## Miniature Donkeys for Wellbeing

### Booking Form and Risk Assessment

**Bookings are made on a first come first served basis and we are experiencing very high demand for visits. Your booking will not be confirmed until we receive your completed booking and risk assessment form.**

<b>Name of person making booking</b>	
<b>Contact phone number and email address</b>	
<b>Name and contact details for person to be contacted on the day of the visit if different from above.</b>	
<b>Address to be visited (full address including postcode please)</b>	
<b>Type of establishment (e.g. Care home, sheltered housing scheme, dementia group, public event etc.)</b>	
<b>Approximate number of people who will interact with the donkeys (over 50 people please contact us first)</b>	
<b>Date and time of visit (e.g. 12<sup>th</sup> June 2019 2-4pm)</b>	

Miniature Donkeys for Wellbeing

[www.minidonks.org.uk](http://www.minidonks.org.uk)

[info@minidonks.org.uk](mailto:info@minidonks.org.uk)

07810 385633

A company limited by guarantee with social aims

Animal Activity Licence numbers AB128 and 19/00082/AW18LI



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<p><b>Access arrangements (we will need to be able to park our towing vehicle and horse trailer close to the venue, preferably on site adjacent to the place you want the donkeys to be.)</b></p>	
<p><b>Will you want the donkeys to enter any indoor areas for part of the visit? If yes you need to be aware that whilst we take very effort to avoid donkeys messing indoors this cannot be guaranteed. Please note that we cannot guarantee donkey access to upper floors at present (a few steps are OK).</b></p>	
<p><b>Will there be an area of grass for us to put up hurdles to make a safe enclosure for the donkeys? (If no, we will need an area of concrete/patio etc)</b></p>	
<p><b>The cost of a therapeutic visit is £150 plus travel at 50p per mile from our base in South Norfolk. (We aim never to refuse a booking due to the size of donation, if you would struggle to pay please talk to us!) The cost for all public events, private parties and school visits is £200 plus travel.</b></p>	

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### Risk Assessment Miniature Donkeys for Wellbeing visits

What are the hazards?	Who might be harmed and how?	What are we already doing?	Do we need to do anything else to control this risk?	Action by who?	Action by when?	Done
Being trodden on, bitten or kicked by donkeys	Staff, volunteers and people being visited.	All donkeys are well trained. They are not fed tidbits by hand so they do not expect to be hand fed. They are supervised by experienced staff/volunteers on all public engagements. At public events signs are displayed warning that the donkeys may bite if they confuse fingers for carrots. Staff and volunteers will be instructed to wear sturdy footwear when around the donkeys. As the donkeys are miniature, it is not deemed necessary for steel toe caps to be worn.	Ongoing training of donkeys and staff/volunteers. Staff/volunteers will be given ongoing training to identify situations in which the donkeys may be upset and react out of fear.  <b>Staff at premises being visited will be made aware of these risks and will decide if any residents/group members are not suitable to be visited</b>	All MDW staff and volunteers  <b>Staff at premises /group being visited</b>	From now on	ongoing

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## Miniature Donkeys for Wellbeing

Contamination from handling donkeys	Staff, volunteers and members of the public	All the donkeys are kept clean and well groomed. They are treated for external and internal parasites. Gloves are available for any staff or volunteers to be used when handling donkeys. At public events signs will be posted advising people to wash their hands before eating or drinking.	Continue to follow any veterinary advice on worming and treatment for external parasites.  <b>Staff at premises being visited will be made aware of these risks and will decide if any residents/group members are not suitable to be visited.</b>	All staff and volunteers  <b>Staff at premises/group being visited</b>	From now on	ongoing
Contamination from handling donkey muck	Staff and volunteers	Buckets, poo pickers and gloves will be taken to all events and visits. Muck will be cleared as soon as it is deposited.  All donkeys are used to coming indoors and do not usually make any mess, however this cannot be guaranteed.	Staff at premises being visited will be made aware that there is a possibility that the donkeys may poo or pee during a visit. MDfW staff and volunteers will recognize signs that a donkey is about to go, and will either remove the donkey or catch the poo in a bucket if possible.	All staff and volunteers	From now on	ongng



## Miniature Donkeys for Wellbeing

<p>Any risks specific to venue being visited – <b>to be completed by staff at the venue. Please continue on separate sheet if required.</b></p>						
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- We will provide 2 miniature donkeys, an enclosure and 2 members of staff/volunteers to be available to interact with members of the public/residents/service users for approximately 2 hours.
- We will take away any straw, hay and donkey poo that is deposited.
- We are fully insured and the Manager is DBS checked.
- We are Licensed under the The Animal Welfare (Licensing of Activities involving Animals)(England) Regulations 2018.
- If the weather is very extreme we may have to postpone the visit for the safety of the public and donkeys.

**I confirm that I wish to make a booking based on the information provided**

Name	Position	Date

Please complete all sections of this form and return via e-mail to [info@minidonks.org.uk](mailto:info@minidonks.org.uk) or by post to:  
**Miniature Donkeys for Wellbeing, Russet Cottage, 47 Alburgh Road, Hempnall Green, Norfolk, NR15 2NS**  
 If you have any queries while filling in this form please call us on 07810 385 633.

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