

# RISK ASSESSMENT: Animals- Handling and Keeping (Page 1 of 9)



| <b>ACADEMY:</b> Newark Hill Academy                              |  | <b>SECTION/TEAM</b> ALL                 |   | <b>DATE OF ASSESSMENT</b> October 2020 – Latest update May 2023 |  |
|--|--|---|---|---|--|
| <b>WHO MIGHT BE HARMED?</b> Employees, pupils, service users     |  |   |   | <b>HOW MANY ARE AFFECTED</b> 480 pupils 69 staff                |  |
| <b>HAZARDS</b><br>(including inadequate or lack of arrangements) | <b>EXISTING CONTROL MEASURES</b>   | <b>✓ if in place</b><br><b>✗ if not</b> | <b>WHERE:</b><br>✗ State action to be taken with timescales<br>✗ Any additional control measures<br>✓ Site specific details   | <b>RESIDUAL RISK RATING</b><br>High, Medium, Low                |  |
|  | <ul style="list-style-type: none"> <li>Before deciding to keep animals, would the educational aims of the activities be achieved in ways that do not involve animals?</li> </ul> |   | <p>Dog was purchased to help pupils to have an understanding of caring for others and for the calming effect.</p> <p>A dog can help children develop kindness, understanding and respect for living things.</p> <p>Dog companionship can improve a child's social skills with people.</p> <p>Caring for a pet can encourage responsibility.</p> <p><a href="https://www.rspca.org.uk/adviceandwelfare/pets/dogs/company/children">https://www.rspca.org.uk/adviceandwelfare/pets/dogs/company/children</a></p> <p>Reward Incentive – Motivate</p> <p>Staff Well-being</p> |   |  |


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|   | <ul style="list-style-type: none"> <li>Is the animal suitable to keep in the establishment? The RSPCA and PDSA will be able to advise.</li> </ul>    | ✓                            | <p>French Bulldogs are bred to be sociable dogs and are often used as therapy dogs as they are known to be good with children.</p> <p>Our dog will be a School Dog, however, French Bulldogs can make great therapy dogs because they are described as even-tempered, friendly, and quiet. They make wonderful companions who can bring a smile to your face and help you feel calm and loved.</p> <p><a href="https://www.petguide.com/blog/dog/top-10-therapy-dog-breeds/11">https://www.petguide.com/blog/dog/top-10-therapy-dog-breeds/11</a></p> <p><a href="https://frenchbulldogowner.com/are-french-bulldogs-good-therapy-dogs/">https://frenchbulldogowner.com/are-french-bulldogs-good-therapy-dogs/</a></p> <p>Staff/children known to have allergies/ phobias have restricted access to suit their needs. There will be no unsupervised contact with pupils.</p> <p>Dog closely supervised by adults and kept under control in the school and Principal's Office – Stairgate installed to control access.</p> | <b>Low</b>                                      |
|   | <ul style="list-style-type: none"> <li>Have staff and volunteers seen and read current version of GI Sheet No 46 Animals, Birds and Fish?</li> </ul> | ✓                            | Folder containing GI sheets available to all staff on Sharepoint and copies kept in the staffroom . GI Sheet No 46 will be given to the main handlers for reference.  | Low   |
|   | <ul style="list-style-type: none"> <li>Are staff aware of the contents of the Policy? (if applicable)</li> </ul>                                     | ✓                            | Health & Safety policy 2018 available on the H&S notice board and available for all staff on the GAT policy hub and Sharepoint.   | Low   |

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| <b>Disease</b>  | <ul style="list-style-type: none"> <li>Has the animal (s) been purchased from reputable suppliers?</li> </ul>  | ✓                         | Principal and Deputy Principal have looked at the necessary paperwork linking them to being a reputable supplier.<br><br>Principal has visited the supplier to ensure it is suitable and it is from a well socialised background (not a puppy farm)  | Low                                       |
|   | <ul style="list-style-type: none"> <li>Are arrangements in place for staff to wipe down work surfaces if animals have been allowed on the surfaces e.g. appropriate disinfectant?</li> </ul> | ✓                         | Supply of disinfectant kept throughout the school.   | Low                                       |
|   | <ul style="list-style-type: none"> <li>Are staff and children instructed to wash their hands before and after contact?</li> </ul>  |                           | Students and adults advised to wash their hands immediately after handling the dog.( adult and student hand washing facilities available throughout the school).   |   |
|   | <ul style="list-style-type: none"> <li>Is appropriate personal protective clothing/equipment available e.g. gloves, dust masks and aprons?</li> </ul>  | ✓                         | PPE equipment available if needed – gloves and aprons.   |   |
| <b>Allergic Reactions</b>                                 | <ul style="list-style-type: none"> <li>Do staff or children have any known allergic reactions to animals, bedding, feed (nuts?)?</li> </ul>  | ✓                         | Class Teachers are aware of pupils who have allergies and this is recorded on SIMS.<br><br>Parents will be notified by communication sway and on the website that there will be a dog on site so if they have a child who is allergic to let the school know. Consultation took place Oct 2020 – Dog, guinea pigs and chicken are listed on the who’s who section.<br><br>If this occurs, we will ensure that the child does not come into close contact with the dog. This will be published as a memo to all staff so everyone is aware. |   |

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| <p><b>Bites and Scratches</b></p>                         | <ul style="list-style-type: none"> <li>Are arrangements in place for first aid e.g. to wash all animal bites and scratches and to seek medical advice if in doubt about the risk of infection?</li> </ul> | <p>✓</p>                  | <p>French Bulldogs are bred to be sociable dogs and are often used as therapy dogs, but this is going to be a School Dog.</p> <p>Staff/children known to have allergies/ phobias have restricted access to suit their needs. Dog closely supervised and kept under control by the dog handler and based in Principal's office, admin office or Deputy Principal's office.</p> <p>Pupils and staff will be made aware of the procedures of meeting and handling the dog. This is shared in assembly once a term and dog handlers ensure rules are followed. First Aid available throughout the academy. The 'dog handler' (supervising adult) to ensure dog not over petted to avoid any incidents. If dog appears anxious or over-stimulated, to be removed to peaceful surroundings.</p> <p>Training will be given initially (puppy and social training) and then further training to be assessed and reviewed.</p> <p>Margot will 'mouth' (her mouth is her hands) when excited and when she wants to play, so it is key the dog handler recognises this and removes when exciting.</p> <p>Guinea pigs and chickens may nip when anxious – first aid will be administered</p> |   |

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|   | <ul style="list-style-type: none"> <li>Are staff and children aware that dogs (except guide dogs) should not be allowed on academy premises?</li> </ul> | ✓                         | Parents reminded at regular intervals that no dogs – except guide dogs are allowed on the premises through the newsletter   |   |
| <b>Disposal of Waste</b>                                  | <ul style="list-style-type: none"> <li>Are arrangements in place for the correct disposal of bedding and animal waste?</li> </ul>                       |                           | <p>A bag containing dog poo bags and rubber gloves etc will be carried by the authorised member of staff walking the dog.</p> <p>Dog exercise/toilet area will be in area away from where the students access (grass area along the academy drive not accessible to pupils). However, this could be unpredictable and could happen on any grass at the academy. All excrement will be cleaned up immediately and disposed of responsibly and hygienically. Dog will visit this area regularly and frequently throughout the day.</p> <p>When able to, the dog, will be exercised and toileted on local parks where the council have dog waste bins available. The council cemetery is behind the academy.</p> |   |

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| <p><b>Control of the animal</b></p>                       | <ul style="list-style-type: none"> <li>Have we considered how the dog will behave with pupils to reduce risks: where, when and how?</li> </ul> |                           | <p>Pupils will not be alone with the dog – a dog handler will always be present and reinforce the shared rules about Margot’s conduct. This is the same with all other animals.</p> <p><b>Rules with the Academy Dog</b></p> <ol style="list-style-type: none"> <li>Ignore Margot - speak to the handler first</li> <li>Ask permission to approach</li> <li>Four paws on the floor</li> <li>Take turns</li> <li>No barking</li> <li>Let sleeping dogs lie</li> <li>No throwing of sticks or other objects</li> <li>If she gets over excited she needs to have some time out</li> </ol>  <p>This slide is shared with pupils in assembly.</p> <p>Pupils will be reminded of what is appropriate behaviour around dogs. Pupils will be told not to put their face near the dog and will always approach it standing up.</p> <p>Children will be told never to go near or disturb the dog while it is sleeping or eating.</p> <p>Pupils must not be allowed to play too roughly with the dog. Any interactions will be supervised, handled and managed by one of the trained handlers only. This provides consistency and increases confidence, whilst reducing risk.</p> <p>Dog removed if behaviour seems to change.</p> | <p>Low</p>                                |

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| <b>Electrocution</b>                                      | <ul style="list-style-type: none"> <li>Is electrical equipment e.g. water heaters in fish tanks, installed in a safe and approved manner i.e. in accordance with the manufacturer's recommendations?</li> </ul> | N/A                       |  |   |
|   | <ul style="list-style-type: none"> <li>Has electrical equipment undergone portable appliance testing (PAT) by a 'competent' person at a maximum of two yearly intervals?</li> </ul>                             | N/A                       |  |   |
|   | <ul style="list-style-type: none"> <li>Is electrical equipment visually checked on a regular basis for damage e.g. damage to electrical leads, plugs, sockets etc.</li> </ul>                                   | N/A                       |  |   |
|   | <ul style="list-style-type: none"> <li>Are arrangements in place to report defective plugs or cables?</li> </ul>  | N/A                       |  |   |
| <b>Infestation/ Disease</b>                               | <ul style="list-style-type: none"> <li>Are appropriate arrangements in place to clean and disinfect cages at regular intervals by staff or children under direct supervision?</li> </ul>                        |                           | Dog bedding and other equipment washed regularly and kept to a high standard.<br><br>Chickens and guinea pigs cleaned regularly.   |   |
|   | <ul style="list-style-type: none"> <li>Are cages inspected on a regular basis for broken wires, protruding nails etc.?</li> </ul>   | N/A                       |  |   |
|   | <ul style="list-style-type: none"> <li>Is a member of staff responsible for the welfare of the animals taking into account weekend and holiday periods?</li> </ul>  |                           | When the dog is not on school premises, SK (the trained dog handler) will be responsible for the welfare of the dog (evenings, weekends and holidays).<br><br>Dog to have necessary vaccinations before coming into school Dog to have regular veterinary checks Dog to be bathed weekly Dog to live with family and owner when not in school Dog will not be allowed to come into contact with wild rodents due to possibility of disease transmission. |   |
| <b>Substances</b>   | <ul style="list-style-type: none"> <li>Are any substances used for cleaning covered by COSHH? If so see assessment sheet.</li> </ul>  |                           | All cleaning materials are covered by COSHH. COSHH assessment sheets and data sheets are available/kept in the Site Managers office. Copies of these will be given to Angela Ellington and the Principal   |   |

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|   | <ul style="list-style-type: none"> <li>If the substance is not covered by COSHH, is it stored and used in accordance with the manufacturer's recommendations i.e. details contained in the data sheet?</li> </ul> | N/A                          |   |   |
| <b>Information and instruction</b>                              | <ul style="list-style-type: none"> <li>Are appropriate arrangements in place to ensure that staff receive adequate information / instruction regarding the keeping and handling of animals?</li> </ul>            |                              | <p>Advice was sought from other schools that already have a school dog before purchase.</p> <p>Advice also sought from the breeder.</p> <p>Advice will be sought from trainers as and when required.</p> <p>Dog Handler attended Puppy Training Classes.</p> <p><a href="#">The Guardian Newspaper</a></p> <p><a href="#">Another Layer of Happiness.</a></p> |   |



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|--|---|---------------------------|--|---|
| <p><b>Are there any other foreseeable hazards associated with the keeping and handling of animals?</b></p> <p><b>Please circle YES / NO</b></p>  | <p><u>List any additional control measures:</u></p> |                           |  |   |
| <p><b><u>Reference Documents</u></b></p> <ul style="list-style-type: none"> <li>📄 GAT Health and Safety Hub                             <ul style="list-style-type: none"> <li>○ GI Sheet No 46 Animals, Birds &amp; Fish</li> </ul> </li> <li>📄 RSPCA- <a href="http://www.rspca.org.uk/education">www.rspca.org.uk/education</a></li> <li>📄 <a href="https://www.teachers.org.uk/files/Animals-Education-2013.doc">https://www.teachers.org.uk/files/Animals-Education-2013.doc</a></li> <li>📄 CLEAPSS - Laboratory Handbook- Housing and Keeping Animals L56', 'Small Mammals L52'</li> </ul> |   |                           |  |   |
| <b>ASSESSED BY (Print name) Sonia Kendal</b>   |   |                           | <b>SIGNED</b>  | <b>DATE 24<sup>th</sup> May 2023</b>      |
| <b>LINE MANAGER</b>  |   |                           | <b>SIGNED</b>  | <b>REVIEW DATE</b>                        |