

All NEW or altered Risk Assessments must be recorded in this format unless downloaded from a professional body, in which case they can be tailored for the environment by the departments assessor as required

All Risk Assessments, in whichever format, MUST be sent to bsmith@enlightenit.education for review and to record on the ELT Control Log for monitoring purposes

Control Log Reference: RA27-STM		<b>Health &amp; Safety Risk Assessment Record</b>	
File location in Teams: Risk/ General Risk Assessments/ General			
Applicable to: Dog Visits			Specify: St Martin's C of E Schools
Assessment Date: 25.01.2023 First Assessment – 25.01.23	Lead Assessor: Kirsty Barrow		Persons consulted: K Marchesi, P Webb, M Boddington, A Marsh, J Taylor & Bryan Smith
Review Date:25.01.24	Further Action Required?	No	Issued to: K Marchesi, Paul Webb & Teams

Hazards Identified*	Persons at Significant Risk	Existing Controls *	Are existing controls adequate? Y/N	What additional controls are required? (See Actions attached)
Biting,scratching, nipping	All	Pupils/staff/visitors are only permitted to stroke the dog during allocated time-slots.	Y	
		Dog supervised by SLT staff at all times.	Y	

		Dog is trained well.	Y	
		Dog kept on lead at all times.	Y	
		The dog is provided with a place it can go to get away from people. SLT staff KM / KB responsible.	Y	
Frightening to people (possible phobias)	All	During busy times, such as breaks and time between lessons when lots of pupils and staff will be in corridors the dog will be kept in a safe and secure area away from the commotion - SLT office.	Y	
Hygiene	All	Dog is toilet trained.	Y	
		The dog has a designated handler who is in charge of feeding and caring for the dog while on school premises, ensuring there is a supply of fresh water available.	Y	
		The handler is responsible for permitting people to touch the dog.	Y	
		The dog is permitted only in Corridors for access to areas permitted.	Y	
		The dog is fully inoculated.	Y	
		The designated area for the dog to defecate, (public grounds attached	Y	

		to the school site), is situated away from pupils and staff.		
		All faeces are immediately picked up by the handler, using a clinical waste bag, and disposed of into the clinical waste bin.	Y	
		The handler immediately washes their hands with sufficient soap and water after picking up faeces.	Y	
		Any soiled dog bedding is immediately disposed of in sealed clinical waste bags, and into the clinical waste bin.	Y	
		The handler takes the dog's bedding home.	Y	
		Any pupils/staff/visitors who touch the dog are advised to wash their hands afterwards, and sufficient hand washing provision is provided throughout the school.	Y	
		Anyone touching the dog, who has an exposed wound, must have the wound suitably covered.	Y	
		If dog is ill or has an infection it will not be brought into school.	Y	
		KM to assess on day of visit.	Y	

		KM to take dog home if at any time it shows signs of illness.	Y	
Dog not in control, noise/not on lead/running/causing accidents	All	Dog supervised at all times by SLT staff and kept on lead.  If dog becomes agitated it will be taken home by K Marchesi.	Y  Y	
Allergic reaction	All	Dog considered "hypo- allergenic" ie coat does not shed as much as some breeds.  Pupils and staff known to have allergies to animals have restricted access to the dog.  All pupils and staff are advised not to touch their face after touching the dog.  All pupils/staff/visitors are advised to wash their hands thoroughly after touching the dog.	Y  Y  Y  Y	
Chewing or causing damage	All	Dog well trained and kept on lead.  If dog becomes agitated, it will be taken home by K Marchesi.	Y  Y	
Dog becomes frightened agitated	All	Dog has cage to use which can be put in quiet area - SLT office.	Y	

		Handlers will cease others contact with dog.	Y	
		As Above Dog will be brought into school at 8am before students arrive and will leave at 4pm.	Y	

\* Please see overleaf for guidance on completion

**RPA Insurance – Guidance on animals in school:**

<p><b>Our school has animals that are cared for by the pupils or are brought into school for education/therapy/wellbeing purposes. What cover does RPA provide for these animals/activities?</b></p>	<p>RPA will provide an indemnity if a school is legally liable to pay compensation in the event of third-party death/injury or third party property damage caused by an animal that is owned by or under the control of the school.</p> <p>Unless covered under a more specific pet insurance policy, RPA will also provide an indemnity under the Third-Party Liability section if an animal brought into school for educational or therapy/wellbeing reason, causes any party property damage or injury to a third party (including pupils) to the extent that the school is legally liable to pay compensation or damages to the claimant.</p> <p>The Employers Liability section will provide an indemnity to the school if the school is legally liable to pay compensation or damages to an employee injured by an animal on school premises in the course of the employee’s employment with the school.</p> <p>The RPA would not provide an indemnity to the individual owner of the animal for their legal liability.</p> <p>The RPA rules do not exclude damage to the school property caused by the animal but cover for Material Damage Claims are subject to the member retention (excess) of £500 per loss reducing to £250 each and every loss for Nursery and Primary Schools.</p> <p>To confirm the RPA would not compensate the school if an animal dies or is stolen, and will not provide cover for vet fees if the animal becomes ill or is injured therefore separate insurance would be required if needed.</p>
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**ACTION PLAN**

<b>Action Required</b>	<b>By Whom</b>	<b>Planned Completion Date</b>	<b>Date Completed</b>
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## **GUIDANCE FOR COMPLETING THE RISK ASSESSMENT DOCUMENT**

**Process/Activity:** The specific item/issue being assessed e.g. working with machinery, lone working, and use of specific swimming pools.

**Hazards Identified:** A brief description of how the process/activity may cause harm or loss e.g. entanglement with moving parts; assault: contact with electricity.

**Persons at Significant Risk:** e.g. Employees; Contractors; visitors; Pupils; Pregnant women; Disabled persons.

The type and numbers of persons at risk may dictate the necessary control measures.

**Existing Controls:** Explain the existing arrangements in place to protect persons at significant risk.

**Are Existing Controls Adequate? Yes/No:** Existing controls will be considered adequate should everything reasonable and appropriate have been done to protect persons “at risk”. If the answer is no, and everything reasonable and appropriate has not been done, then the actions necessary to achieve them should be included in the “Action Plan”.