



### General Details

Assessor	Abby Bassett
Assessment Date	05/09/2021
Assigned Reviewer	Abby Bassett
Next Review Date	05/09/2022
Operation Assessed	School Wellbeing Dog (Bertie)

#### Associated with specific area

- Education
- Academy Schools
- An Daras Multi Academy Trust
- Windmill Hill Academy

#### Description of work area and/or activity assessed

School well-being dog (Bertie) in school on a daily basis

### Overall Current Risk

## Medium



### Persons Affected

- Children / Students
- Cleaner
- Contractors
- Employees
- Maintenance Staff
- Members of the Public
- Office Staff
- Trainees / Young Persons
- Visitors
- Volunteers

Current Rating	Hazard Information	Task Status
<div>Low</div> <div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>	<div> <div> <div></div> <div></div> </div> <div> <div>Organisational</div> <div>Policies and procedures</div> </div> </div>	<div> <div>0</div> <div>0</div> <div>0</div> </div>
	<div>Measures Currently in place to prevent risk of injury</div> <div> <div>The Head of School ensures that all staff, and where appropriate, pupils and their parents, are aware of and adhere to the following school policies:</div> <div> <div>- Health and Safety Policy</div> <div>- Child Protection and Safeguarding Policy</div> <div>- First Aid Policy</div> <div>- Dogs in School Policy</div> <div>- Behavioural Policy</div> <div>- Supporting Pupils with Medical Conditions Policy</div> <div>- Fire Safety Policy</div> <div>- Allergen Policy</div> </div> <div>The Head of School considers whether the school needs to register the dog as a performance animal, in accordance with the Performing Animals (Regulation) Act 1925. If yes, the Headteacher calls the LA and follows local procedures to register the dog.</div> <div>NA</div> <div>Additional insurance (business insurance) has been purchased for Bertie by Head of School (owner).</div> <div>The Head of school ensures that the dog is cared for in accordance with the Animal Welfare Act 2006.</div> </div>	

Potential Rating	Additional Controls Required
<div>Low</div> <div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>	<div> <div>No Remedial Actions Entered</div> <div>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</div> </div>

Current Rating	Hazard Information	Task Status
<div>Low</div> <div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>	<div> <div> <div></div> <div></div> </div> <div> <div>Animal</div> <div>Dog's Welfare</div> </div> </div>	<div> <div>0</div> <div>0</div> <div>0</div> </div>
	<div>Measures Currently in place to prevent risk of injury</div> <div> <div>The dog's base is the Head of School's office where he has provisions and a crate (safe space). There is also a dog gate on the office door.</div> <div>The dog has access to fresh, clean water at all times.</div> <div>Pupils leave the dog alone when instructed by their teachers. The dog's welfare is considered as a priority when planning the activities that it will participate in.</div> <div>If an activity risks the dog's welfare, the activity is amended.</div> </div>	

Potential Rating	Additional Controls Required
<div>Low</div> <div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>	<div> <div>No Remedial Actions Entered</div> <div>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</div> </div>

Current Rating	Hazard Information	Task Status
Medium 	<b>Other (See: Hazard Details)</b> Site Security	
	Measures Currently in place to prevent risk of injury	
	<p>Abby Bassett (Head of School) is the owner of Bertie and has full responsibility. Abby will nominate another staff member to be responsible where necessary.</p> <p>If the Head of School is not in school on a particular day, Bertie will remain at home.</p> <p>The site manager ensures that the site is secure and that precautions are in place to limit the chance of the dog getting loose. The dog is kept on a lead when it is not in its housing or in a secure location, e.g. in the head of school's office.</p> <p>The Head of School ensures that all appropriate doors are closed when the dog is participating in an activity, e.g. in a school hall. The site manager ensures that the premises is secure, e.g. fences are not broken.</p>	

Potential Rating	Additional Controls Required
Medium 	<p><b>No Remedial Actions Entered</b></p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	<b>Organisational</b> Evacuation Procedures	
	Measures Currently in place to prevent risk of injury	
	<p>Where necessary, the school's Fire Procedures and Lockdown Policy is reviewed to ensure it includes provisions for the dog. A PEP has been completed for Bertie. The person handling the dog during specified activities is responsible for the dog's safety during an lockdown or evacuation. Where the handler is a pupil, e.g. if the dog is participating in a school performance, another appointed member of staff is responsible for the dog's safety.</p>	



Potential Rating	Additional Controls Required		
Medium <div><div></div><div></div><div></div><div></div><div></div></div>	Additional Controls and Actions	Due by / Whom	Action Status
	<div><div></div><div>The school's Fire Procedures and Lockdown Policy is reviewed to ensure it includes provisions for the dog. The person handling the dog during specified activities is responsible for the dog's safety during an lockdown or evacuation. A PEP has been completed.</div></div>	<div>17/09/2021 A.Bassett</div>	<div>Complete</div>


Current Rating	Hazard Information	Task Status
Medium 	<b>Behaviour</b> Disobedience and dangerous behaviour	<div>0</div> <div>0</div> <div>1</div>
Measures Currently in place to prevent risk of injury		
<p>Bertie is a Labrador Retriever and this breed has been chosen for their good temperament.</p> <p>Bertie is owned by the Head of School (Abby Bassett) who picked him up on the first day of the summer holidays and has spent the whole of the summer holidays with him allowing her to settle him, embed routines and visit school on numerous occasions.</p> <p>The handler is equipped and trained to react to and control any dangerous behaviour.</p> <p>If the person handling the dog for a specific activity is a pupil, e.g. in a school performance, they are given training to handle the dog, and the pupil and dog are given an opportunity to bond.</p> <p>Pupils are not expected to handle the dog unless:</p> <ul style="list-style-type: none"> <li>- Their parents have provided permission.</li> <li>- They feel safe and confident in doing so.</li> <li>- They have received training to handle the dog.</li> </ul> <p>The dog's obedience is ensured as far as reasonably possible; however, staff, pupils, visitors and parents understand that animals can be unpredictable.</p> <p>Bertie has attended puppy training classes and a 1:1 session with a dog trainer. Continue to have sessions where necessary.</p>		



Potential Rating	Additional Controls Required		
<div>Low</div> <div><div></div><div></div><div></div><div></div><div></div></div>	<div>Additional Controls and Actions</div> <div><div></div><div>As Bertie is a puppy, he will be gradually introduced to the children, e.g. during the start/end of school on duty. This will increase as Bertie gets older and when he is ready (reviewed regularly).</div></div>	<div>Due by / Whom</div> <div><div>09/10/2021</div><div>A.Bassett</div></div>	<div>Action Status</div> <div><div>Complete</div></div>

Current Rating	Hazard Information	Task Status
Medium 	<b>Organisational</b> Parental notification and permission	<div>0</div> <div>0</div> <div>1</div>
Measures Currently in place to prevent risk of injury		
<p>The Head of School has informed parents that the dog will be present on the school's premises via a letter to each child.</p> <p>Parents are informed of the activities that the dog will be participating in, e.g. the dog will be performing in a school production or used as a therapy dog.</p> <p>The Head of School obtains consent from parents for pupils to be in proximity with, or to handle, the dog.</p> <p>Parents are informed if they are likely to come into contact with the dog, e.g. at a school performance.</p> <p>Parents are asked to inform the school if their child has an allergy to dogs.</p>		



Potential Rating	Additional Controls Required		
<div>Medium</div> <div><div></div><div></div><div></div><div></div><div></div></div>	Additional Controls and Actions	Due by / Whom	Action Status
	<div><div><div></div></div></div> <div>Consent forms to be given out on the first day of term. Amanda Zoffman to collect consent forms and share with Head of School and Class Teachers.</div>	<div>10/09/2021 A.Bassett</div>	<div>Complete</div>



Current Rating	Hazard Information	Task Status
Low 	 <b>Welfare</b> Dog's health	<div>0</div> <div>0</div> <div>0</div>
Measures Currently in place to prevent risk of injury		
<p>The dog's designated handler (Abby Bassett) is in charge of feeding and caring for the dog while on the school premises. The handler is responsible for permitting people to touch the dog.</p> <p>The dog is permitted to go in the Head of School's Office and Main office, which is kept clean and secure for the wellbeing of the animal, pupils, staff and visitors.</p> <p>The dog is given no opportunity to come into contact with wild rodents on or off the school premises.</p>		

Potential Rating	Additional Controls Required
Low 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	 <b>Other (See: Hazard Details)</b> Hygiene	<div>0</div> <div>0</div> <div>1</div>
Measures Currently in place to prevent risk of injury		
<p>The dog is suitably toilet trained.</p> <p>The designated area for the dog to defecate is situated away from pupils and staff.</p> <p>All faeces are immediately picked up by the handler, using a clinical waste bag, and disposed of into a clinical waste bin.</p> <p>The handler immediately washes their hands with sufficient soap and water after picking up faeces.</p> <p>Any soiled dog bedding is immediately disposed of in sealed clinical waste bags and placed into a clinical waste bin.</p> <p>The handler takes the dog's bedding home regularly to wash it.</p> <p>Any pupils, staff and visitors who touch the dog are advised to wash their hands afterwards, and sufficient hand washing facilities are provided throughout the school.</p> <p>Anyone with an exposed wound who touches the dog has the wound suitably covered.</p> <p>If the dog is ill with an infection or a disease, it does not return to the school until it has recovered.</p> <p>Hand sanitiser is provided for anyone who touches the dog.</p>		



Potential Rating	Additional Controls Required		
<div>Medium</div> <div><div></div><div></div><div></div><div></div><div></div></div>	Additional Controls and Actions	Due by / Whom	Action Status
	<div><div><div></div><div></div></div><div>Pupils and staff will be advised on these aspects in the first week of term.</div></div>	<div><b>10/09/2021</b> A.Bassett</div>	<div>Complete</div>



Current Rating	Hazard Information	Task Status
<b>Medium</b> 	 <b>Animal Injuries</b>	<div>0</div> <div>0</div> <div>1</div>
<b>Measures Currently in place to prevent risk of injury</b>		
<p>The dog is being trained and is used to coming into close contact with people.</p> <p>The dog is provided with a place it can go to get away from people (his base in the Head of School's office).</p> <p>Bertie is still a puppy so may occasionally nip when tired or too playful. He will be supervised at all times with others and will have time in his crate away from others when feeling like this.</p> <p>Pupils, staff and visitors around the dog are closely supervised by the handler.</p> <p>Bertie will be slowly introduced to people and will have time to get used to his new surroundings.</p> <p>Pupils, staff and visitors are advised not to put their face close to the dog.</p> <p>The dog is prohibited from roaming freely around the school without the supervision of the handler.</p> <p>Pupils, staff and visitors are to ask to stroke Bertie.</p> <p>The dog is being trained to not pull on the lead or jump up at people.</p>		



Potential Rating	Additional Controls Required		
<b>Low</b> 	<b>Additional Controls and Actions</b>	<b>Due by / Whom</b>	<b>Action Status</b>
	 Gradually introduce Bertie to pupils and staff. Ensure he has lots of chew toys available. Review regularly.	<b>05/10/2021</b> A.Bassett	<div>Complete</div>


Current Rating	Hazard Information	Task Status
<div>Low</div> <div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>	<div> <div> <div></div> <div></div> </div> <div> <b>Welfare</b>            Dog's housing and equipment         </div> </div>	<div> <div>0</div> <div>0</div> <div>0</div> </div>
Measures Currently in place to prevent risk of injury		
<p>The Head of School ensures that the dog has housing that meets its physical and psychological needs.</p> <p>The Head of School ensures that the dog's housing is:</p> <ul style="list-style-type: none"> <li>- Secure, e.g. escape proof.</li> <li>- Clean and free from parasites and vermin.</li> <li>- Free from hazards, e.g. sharp edges.</li> <li>- Well-ventilated.</li> <li>- Sheltered from extreme weather.</li> <li>- Set at a suitable temperature, humidity and light level.</li> <li>- Sheltered from noises that may upset it.</li> <li>- Capable of providing a darkened sleeping area.</li> </ul> <p>The Head of School ensures that the dog's housing has:</p> <ul style="list-style-type: none"> <li>- A comfortable resting area.</li> <li>- A suitable amount of clean bedding material.</li> </ul> <p>The Head of School ensures that the dog is able to:</p> <ul style="list-style-type: none"> <li>- Lie fully stretched out.</li> <li>- Turn around without touching either the walls or the ceiling.</li> <li>- Stand in its natural posture.</li> <li>- Move in its natural manner.</li> <li>- Rest comfortably.</li> </ul> <p>All dog's bedding/housing is checked for defects on a weekly basis by the Head of School.</p> <p>All dog equipment is stored in the Head of School's office when not in use.</p> <p>The dog's food and water bowls are kept out of the path of people to avoid any trips.</p> <p>Any spillages from the dog's bowls are wiped up immediately.</p>		

Potential Rating	Additional Controls Required
<div>Low</div> <div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>	<div> <b>No Remedial Actions Entered</b>            If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.         </div>

Current Rating	Hazard Information	Task Status
<b>Medium</b> 	 <b>Allergy</b> Allergies to dogs/dog's food/treats	<div>0</div> <div>0</div> <div>1</div>
<b>Measures Currently in place to prevent risk of injury</b>		
<p>Pupils and staff known to have allergies to animals have restricted access to the dog and is in line with consent form completed by parents.</p> <p>The vast majority of food and treats given to the dog are free from many known allergens. The Head of School will feed the dog in her office.</p> <p>Be extra vigilant around pupils with allergies and follow in line with parental consent.</p> <p>All pupils, staff and visitors are advised not to touch their face after touching the dog.</p> <p>All pupils, staff and visitors are advised to wash their hands thoroughly after touching the dog.</p> <p>All pupils, staff and visitors are advised to not let the dog lick their face.</p> <p>The Head of School establishes whether parents have allergies to dogs, and activities where parents may come into contact with the dog.</p>		

Potential Rating	Additional Controls Required		
<b>Medium</b> 	Additional Controls and Actions	Due by / Whom	Action Status
	 Collect parent permissions and share with staff. Check ingredients if treats and food for any allergens.	<b>10/09/2021</b> A.Bassett	<div>Complete</div>

Current Rating	Hazard Information	Task Status
<b>Low</b> 	 <b>Stress / Distress</b> Phobias	<div>0</div> <div>0</div> <div>0</div>
<b>Measures Currently in place to prevent risk of injury</b>		
<p>Pupils and staff known to have a phobia of dogs are given restricted access to the dog (in line with parental consent).</p> <p>Sign in the main entrance and on Head of School's office to notify visitors of the presence of a dog in school. They are advised to notify the secretary or Head of School if they have a phobia/anxious.</p> <p>The dog will be kept on a lead with walking around the school.</p> <p>During busy times, the dog is kept in a safe and secure area away from any commotion.</p>		

Potential Rating	Additional Controls Required
<b>Low</b> 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

#### Record Notes



#### Note:

Distributed to Class Teachers via this system and emailed to all staff. Copy to be shared with parents via the website.

Added by Abby Bassett  
on **05/09/2021**



