

ESTATES and FACILITIES - Operational Risk Register

Strategic risk category (as per strategic risk register)	School Therapy Dog	Uncontrolled strategic risk score	H	Controlled strategic risk score	L
Risk Assessment Written By	Gemma Johnson	Date	21/062024	Date review Due	21/06/2025

CET committee responsible	Estates and Property Committee	Name of Lead Executive	Jon Ward	Month of Committee meeting	Qrtly.
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School Name Ellis Guilford School	Decide who may be harmed (insert ✓):					
	Student	✓	Contractors	✓	Visitors	✓
Department / Location (if applicable)	Staff	✓	Vulnerable People	✓	Volunteers	✓



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Identified Hazards	Initial Risk Rating	Existing Control Measures (select all that are in place)	✓	Actions / Comments	Residual Risk Rating H/M/L
Bringing onto site/Identification	H	<p>No animal should be brought onto the site without the written express permission of the Headteacher. Express permission has been provided for the Therapy Dog.</p> <p>The welfare of the animal should always be a key priority.</p> <p>The employee responsible will ensure the Therapy Dog is signed in and out of site in the same manner as personnel (via the Inventory system). Whilst moving around site, the Therapy Dog will be easily identifiable as a Therapy Dog via either harness patches or a Therapy Dog worded lead.</p> <p>The Therapy Dog will wear an identification tag at all times whilst on site in line with the Control of Dogs Order 1992.</p> <p>A sign will be displayed in the reception area to inform visitors when the Therapy Dog is and is not present on site.</p>	✓		L
Supervision Welfare Locations Fear Animals escaping Horseplay Disease Hygiene Insurance	H	<p>Supervision of the Therapy Dog is by competent personnel. In the case of the Therapy Dog, this will be Gemma Johnson, Principal ("the Owner").</p> <p>The Owner is responsible for ensuring the Therapy Dog attends regular training classes for obedience with an appropriately qualified trainer to ensure good behaviour and manners, and to ensure that the Therapy Dog remains responsive to instruction and to ensure the safety of itself and others around. The Therapy Dog will not be allowed to jump up, chase or bite students/staff.</p> <p>The Therapy Dog will be on a lead at all times, unless using their crate, in their own office space or in a supervised structured session in an enclosed area. When using outdoor spaces, the Therapy Dog will remain on a short lead at all times. A pen will be used in a suitable enclosed outdoor space, not in use by others, where the dog will be able to be off the lead.</p> <p>Should the Therapy Dog take part in on off site school related activity, this will be subject to an individual specific risk assessment.</p> <p>The Owner is solely responsible for the Therapy Dog outside of school hours.</p>	✓		L
		<p>The Therapy Dog will be provided with a timetable. Should this timetable change, this risk assessment must be considered and updated again at this time. Spontaneous changes to the timetable are not authorised. One off planned changes to the timetable are acceptable but consideration of this risk assessment together with agreed permission from the Owner are required.</p> <p>Within the first 12 months of age, the Therapy Dog will be in training and as such will not be assigned formal duties. After completion of the initial 12 month period, the Therapy Dog will work up to a maximum of 3 hours per day (in timetabled sessions of 60 minutes). A break must be provided at the end of each 60 minute session. This break must be a non-student contact break.</p>	✓		



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		<p>The entry and exit of the Therapy Dog into a session is planned, managed and supervised.</p> <p>Where the Therapy Dog is used in a full class lesson, a documented lesson plan is in place identifying the learning outcomes and the risks involved in the activity.</p> <p>Students briefed prior to, at the start of, and throughout the session about expected behaviour and how to read dog behaviour (only touching the Therapy Dog when instructed, listening to and following instructions from staff, not shouting or making sudden movements).</p> <p>Members of staff understand their own roles and responsibilities about supervising groups of children when the Therapy Dog is present.</p> <p>Where staff have other responsibilities in the session i.e. taking photographs, videoing, this should be factored into the supervision levels/ratios.</p> <p>In determining the appropriate adult: child ratio for any session, consideration should be given to age, capability, behaviour, special needs of the pupils.</p> <p>Group sizes are appropriate to the activity and the Therapy dog involved.</p>	✓		
		<p>The organisation during the event is planned i.e. students are seated in their small groups before the Therapy Dog is brought to and from tables; any handling by children and non trained adults is kept to a minimum. Should students behave inappropriately or fail to follow direct, the Therapy Dog will immediately be removed from the room to prioritise the safety of the dog, students and supervising adult.</p>	✓		
		<p>Consideration is given to key times when there may be no formal supervision in place e.g. break and lunchtimes. The Therapy dog has been assigned a non-student accessible rest space. A room has been assigned for the dog in the Senior Leadership Team Corridor. The dog will also reside, when required, in GJOs office (typically outside of student hours).</p> <p>The Therapy Dog has been provided with a crate to recommended size standards to enable a safe secured space when unsupervised. The crate will remain in the SLT office. At times where the Therapy dog is crated, the Owner and the named employees will take on responsibility of regular checks, an opportunity to exercise/stretch and comfort breaks being provided. The Owner will ensure the room is appropriately ventilated and maintained at a comfortable temperature for the Therapy Dog.</p>	✓		
		<p>Sensible hygiene measures are in place; children wash their hands thoroughly after handling/touching animals, surfaces are wiped down regularly etc.</p>	✓		



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	<p>The Therapy Dog is known to be free of illness or disease. The Owner is responsible for ensuring the Therapy dog has been flea treated and wormed regularly in accordance with veterinary guidance. From time to time evidence of this may be requested. The school will support the Owner is regards to a suitable Pet Health Plan.</p> <p>The Owner believes the Therapy Dog is unwell, it will not come onto site until it is well enough to return.</p> <p>The Owner is responsible for ensuring the Therapy dog has been vaccinated and remains up to date with vaccinations in accordance with veterinary guidance. From time to time evidence of this may be requested. The Therapy dog shall not attend site until the initial vaccination have been completed and evidence of this has been provided.</p> <p>The school has insurance in place via the Department for Education's RPA scheme. This states as follows;</p> <p><i>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.</i></p> <p><i>Unless covered under a more specific pet insurance policy, the 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 third 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.</i></p> <p><i>The Employers Liability section will provide an indemnity to the school if the school is legally liable to pay compensation to damages to an employee injured by an animal on school premises in the course of the employee's employment with the school.</i></p> <p><i>The RPA would not provide an indemnity to the individual owner of the animal for their legal liability.</i></p> <p><i>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.</i></p> <p><i>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.</i></p>	✓		
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	Regardless of the RPA insurance, additional separate cover for the Therapy Dog will be taken out by the school.			
	Products used for cleaning are covered by the COSHH regulations (refer to separate risk assessment).	✓		
	<p>All animal waste must be bagged and immediately disposed of using external bins only. Supervising staff are expected to carry waste bags at all times for this purpose. Should excrement not be baggable, this must be cleaned up/swilled down by the supervising staff member. Cleaning up of animal waste must only take place by staff. Staff are reminded of hand washing hygiene.</p> <p>The dog must only be fed food and treats specifically purchased for the dog by or with approval of the Owner. The Owner is responsible for allocation of any dog treats for that day and authorising others to feed these to the Therapy Dog to ensure the health and welfare of the Therapy Dog remains paramount.</p> <p>The Therapy Dog will have unrestricted access to water at all times whilst on site.</p> <p>The Therapy Dog must only be provided with toys specifically purchased for the dog by or with the approval of the Owner. Manufacturer guidance on toy usage should be followed (for example, supervision etc.).</p>	✓		



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Allergies	H	<p>Where reasonably possible, the Therapy Dog should use vinyl floored spaces if available and avoid spaces with soft furnishings (i.e. soft chairs etc). A copy of the timetable including room locations has been provided to the cleaning team.</p> <p>The dog is not allowed to sit on any furniture, including soft furnishings.</p> <p>Access to rooms should be limited, and it should be considered if it is essential for the Therapy Dog to be in that room to undertake it's duties. Preferred spaces should be used where possible;</p> <ul style="list-style-type: none"> • Vinyl floored spaces • Low traffic rooms • Rooms easily accessed via external doors (without the requirement to walk through whole building to access the room) <p>During school hours, the formal meeting rooms (Conference Room) and reception office (with the exception of the Principal's office and the SLT office where the dog will reside) are unauthorised access spaces to ensure visitor accessible spaces are maintained.</p> <p>The Owner must ensure the Therapy Dog is groomed regularly to reduce shedding risk. This must take place off site. Nails must be kept short. The Owner is responsible for cleaning up of any excess shedding.</p>	✓		L
		<p>Staff and children likely to be susceptible to allergic reactions should be advised not to handle animals that are known to provoke an allergic reaction (student allergen records are available on Arbour).</p>	✓		
Bites/stings	H	<p>Qualified First Aider is in attendance. Any accidents/incidents must be reported via the Smartlog system. This includes Near Misses.</p>	✓		L
		<p>Parents are notified of bites or injuries relating to the Therapy Dog.</p>	✓		
		<p>An accident investigation report is completed.</p>	✓		
Escape	H	<p>Whilst the risk of escape is low, should the Therapy Dog escape the Principal (or their Deputy) and the Regional Facilities Manager must be informed immediately. The Owner will be responsible for locating the Therapy Dog and re-securing, assistance will be provided by staff members identified by the Principal.</p>	✓		L



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Fire/Critical Incidents	H	<p>In the case of an evacuation, the Owner will have overall responsible for the safe evacuation of the Therapy Dog, however there will be named personnel that will ensure the Therapy Dog is evacuated in the first instance due to the role and responsibility of the owner. The Therapy Dog will be registered as having safely evacuated in the same way as Personnel on the staff register.</p> <p>In the event that the Therapy Dog is not evacuated, re-entry to the building to evacuate the Therapy Dog must not take place unless it is authorised as safe to do so by the Principal, Regional Facilities Manager or Premises Manager. Staff should not risk their own safety by re-entering an evacuated building.</p> <p>The Therapy Dog should be evacuated after students in the area to prevent injury risk to the Therapy Dog or students.</p> <p>Once evacuated from the building, the Therapy Dog should be handed over to the named personnel/owner until the evacuation has been completed. Where possible, a reasonable distance should be maintained from others in the area to avoid any potential distress to the Therapy Dog. The supervising staff member will remain responsible for the Therapy Dog until re-entry to the building and handback to the Owner has been completed.</p> <p>In the event of a Critical Incident, such as a lockdown event, the Critical Incident procedures should be followed as normal and direction of the Principal should be followed.</p>	✓		L
<p>List here any Personal Protective Equipment that should be worn N/A</p>					
<p>Risk Rating Guidance: H= High M= Medium L= Low TBA = To Be Assessed - Assessment of the likelihood and or impact of injury and or damage. Initial assessment has been undertaken, complete the residual assessment based on your control measures/findings/additional actions etc.</p>					
<p>Other Hazards Identified</p>	<p>Additional Control Measures to be Put in Place</p>				
<p>Any other foreseeable hazards that are associated with the activities being carried out to be listed here.</p>	<p><i>Where you have identified other hazards record the additional control measures you are going to put in place to mitigate these below:</i></p>				

Note: Health and safety in our school is the responsibility of everyone and is about taking a sensible and proportionate approach to ensure that the learning environment provides a healthy and safe place for all who use it, including staff, volunteers, visitors and students.