



S76 – School Dog Policy & Risk Assessment

Reviewed: Full Governing Body
Approved: Full Governing Body

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DOG POLICY - EMPLOYEES

Westminster Abbey Choir School recognises the benefits and issues of dogs in the workplace. Any employee wishing to bring their dog to School during working hours may do so with the prior permission of the Headteacher and is required to observe the following terms as a condition of bringing their dog on site:

Indemnity

Public liability is covered by the School's insurance; however, should a claim be made against the School for damage caused by an employee's pet, the insurance company reserves the right to make a claim against the owner to recoup any costs.

Each employee is required to sign the dog policy indemnity in Appendix A to this policy to demonstrate the following:

- They are covered by their home insurance for any damage caused by their pet and will in any case indemnify the School in respect of any claims or damages;
- The School is permitted to recover the costs of any damage caused by their pet from their salary if necessary.

Employee responsibility

Each employee will be fully responsible for his / her dog at ALL times while on school premises. A current (renewed annually) veterinary record proving wellness, worm prevention, parasite control and vaccine compliance must be provided to the Bursar upon request.

General rules

- Dogs must have no history of aggressive behaviour or biting, and be well socialised with people and other dogs;
- Any display of aggressive behaviour will require immediate removal of the dog from the premises;
- Dogs will be under the supervision of their owner at all times when moving around the school site;
- During lessons, dogs must be under control in the classroom being used by their owner. Where possible, the default position is that a dog will be tethered to the whiteboard base or to some other stable item of furniture in the classroom;
- Dogs are not permitted in the dormitories, dining hall or kitchen under any



circumstances;

- Dogs must be accompanied by their owner at all times unless under the control of another responsible employee, and with that person's express agreement;
- Dogs must be clean, well-groomed and free of illness and disease;
- Employees are solely responsible for cleaning up and, where necessary, sanitizing after accidents. Faeces and poo bags must be sealed and discarded safely and hygienically in bins external to the Choir School.

We encourage all staff who are dog owners to familiarise themselves with ["The Dogs Trust guide to the use of school dogs"](#) prior to bringing their dog into school and to consider the guidance within it carefully.



APPENDIX A – WESTMINSTER ABBEY CHOIR SCHOOL DOG POLICY OWNER INDEMNITY

Introduction

1. The School allows members of staff to bring their pet dogs on site, subject in each case to receiving prior permission from the Headteacher. Individual permissions from the Headteacher may be revoked or subject to further conditions at any time. Any permission granted is subject to the terms of the School policy, which is required to be signed before the dog is brought on site. This document does not form part of your contract of employment and may be revoked, varied or amended at any time at the entire discretion of the Headteacher.

Conditions

2. It is a condition of permission to have a dog on site that:
 - 2.1 You are fully compliant with the school dog policy published in the staff handbook;
 - 2.2 You are the legal owner of the dog;
 - 2.3 The dog is healthy;
 - 2.4 There is in force a current insurance relating to this dog of a value not less than £1,000,000 covering damage to persons or property of whatsoever nature. You are required to produce a current policy of insurance at the Headteacher's request;
 - 2.5 The dog must be inoculated to the extent that best veterinary practice suggests and certificates of inoculation must also be produced to the Headteacher or School Business Manager on request;
 - 2.6 The dog is not a dangerous dog within the meaning of the Dangerous Dogs Act 1991 (as amended);
 - 2.7 Without prejudice to paragraph 2.7, the dog is not aggressive, unpredictable or disobedient and is warranted to be safe with children, behaving appropriately.
3. You agree to indemnify the School and save it harmless against all costs, claims, liabilities, damages, demands and expenses arising directly or indirectly from the actions of the dog within the school, the Abbey or its precincts, and against any breach of the terms of this policy.



4. Such indemnity will include without limitation liability for damage caused by bites, scratches, fouling, destructive behaviours, contagious diseases or parasites.
5. The member of staff will ensure the dog does not foul any part of the School's property.
6. You agree, without prejudice to the indemnity contained in this policy, that the School may make a deduction from your salary in relation to any sums due to the School under the indemnity.

I agree to the above terms and conditions.

Name:

Signed:

Date:

Please sign and return to the School Business Manager before you bring your dog on site. The indemnity will be held on your HR file



Westminster Abbey Choir School – Dogs in School Risk Assessment

HAZARD	WHO IS AFFECTED/AT RISK	RISK RATING (LOW, MEDIUM, HIGH)	ACTIONS/CONTROL MEASURES	RISK RATING AFTER ACTIONS/CONTROL MEASURES
Bites, scratches or illness caused by the dog	Staff, pupils, handlers and visitors	Medium	<ul style="list-style-type: none">• All dogs that visit the school site are up to date with their vaccinations, and treatment for worms and fleas• Dogs are groomed (if necessary) before the visit• All staff and pupils are required to wash their hands after contact with the dog• Handlers clear up dog faeces promptly and dispose of this safely – pupils are told to stay away from the area• Dogs are not taken anywhere near food preparation areas	Low



HAZARD	WHO IS AFFECTED/AT RISK	RISK RATING (LOW, MEDIUM, HIGH)	ACTIONS/CONTROL MEASURES	RISK RATING AFTER ACTIONS/CONTROL MEASURES
Allergies	Staff and pupils	Medium	<ul style="list-style-type: none"> Letter sent to all parents/carers requesting information about any allergies Staff should be trained to recognise signs of allergic reactions and protocols in place should a situation arise Parental permission sought for children to interact with the dog Any room used for the dog and pupils to interact should be well ventilated Dog to be kept away from pupils with allergies. 	Low
Phobias	Staff and pupils	Medium	<ul style="list-style-type: none"> Letter sent to parents/carers requesting information about any phobias towards dogs Contact with the dog is optional 	Low



HAZARD	WHO IS AFFECTED/AT RISK	RISK RATING (LOW, MEDIUM, HIGH)	ACTIONS/CONTROL MEASURES	RISK RATING AFTER ACTIONS/CONTROL MEASURES
Activities and games involving the dog cause dog to become distressed	Staff, pupils and dogs	Medium	<ul style="list-style-type: none"> • Staff owner remains with the dog at all times • Headteacher will check with the staff owner and set a limit for the number of pupils who can interact with a dog at one time • Staff owner to clean up urine and faeces using a pet-safe disinfectant • Any games played with the dog during sessions should be more cognitive based, such as scent games rather than high energy 	Low

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HAZARD	WHO IS AFFECTED/AT RISK	RISK RATING (LOW, MEDIUM, HIGH)	ACTIONS/CONTROL MEASURES	RISK RATING AFTER ACTIONS/CONTROL MEASURES
Pupils misbehaving	Pupils, dogs and owners	Medium	<ul style="list-style-type: none"> • Staff owner instructs pupils how to interact safely with the dog. This should include understanding dog body language • Pupils are told in advance what to expect and how to behave • Dog remains with staff owner at all times during the visit • If the dog is showing signs of distress, then the dog should be removed immediately 	Low
Damage caused to school materials, equipment and the school site	The dog	Medium	<ul style="list-style-type: none"> • Dog to remain on a lead at all times when being moved around the school site • Dog kept in secured rooms, with closed doors, but well ventilated and not too hot or cold • Staff owner to bring suitable toys if necessary • Areas/classrooms are cleared of unsuitable items as much as possible before the dog visits 	Low



HAZARD	WHO IS AFFECTED/AT RISK	RISK RATING (LOW, MEDIUM, HIGH)	ACTIONS/CONTROL MEASURES	RISK RATING AFTER ACTIONS/CONTROL MEASURES
Zoonosis	Staff, Pupils	Medium	<ul style="list-style-type: none"> • Clean food and water bowls are supplied daily and separately from those used by people • Food and water bowls are not shared with other animals on site • No face-to-face contact • Any cuts/open wounds are covered • If the dog has any cuts/open wounds, they should not be brought into school • The dog should receive regular vet check-ups and preventative treatments as directed 	Low