

Risk Assessment

*Grey boxes must be completed by lone worker and supervisor.

College/ PSD		Assessment Date	
Location		Assessor	
Activity	Assistance dogs on campus	Review Date (if applicable)	*
Associated documents	<ul style="list-style-type: none"> *[Local risk assessments for activities taking place should be listed here]* 		

Part 1: Risk Assessment

What are the hazards?	Who might be harmed?	How could they be harmed?	What are you already doing?	Do you need to do anything else to manage this risk?
Delayed evacuation of a building in an emergency.			<ul style="list-style-type: none"> PEEP to be organised for assistance dog handler where required please contact healthandsafety@swansea.ac.uk Familiarisation of fire exit routes with and without assistance dog. Appointed fire wardens are aware of the assistance dog. Ensure there is adequate room for the dog to be near its handler and the person is suitably placed to carryout daily tasks and if possible draught free, suitable temp, away from machinery, light or noise that may disrupt the dog. Assistance dogs should be kept on a lead at all times when walking around the University estate or safely harnessed when unsupervised for short periods of time. Ensure access/ egress routes are always kept clear. 	<ul style="list-style-type: none"> Regular practice drills to ensure handler and assistance dog are aware of all exit routes, alternative routes should be taken each time. This should cover scenarios where they are with and without the assistance dog. This should include all work areas i.e. if staff member moves between work areas such as lecture theatres, offices etc.

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Aggressive behaviour of animals.			<ul style="list-style-type: none"> • All assistance dogs are registered with Assistance Dogs (UK) or an equivalent and have been trained to: <ul style="list-style-type: none"> ○ behave well in public ○ have safe and reliable temperaments ○ are healthy and do not constitute a hygiene risk ○ are fully toilet-trained ○ are regularly checked by experienced veterinarians ○ are accompanied by a disabled handler who has been trained how to work alongside their assistance dog • Assistance dog handlers to sign agreements where they are: <ul style="list-style-type: none"> ○ Responsible for dog's behaviour ○ Assistance dogs are kept on a lead at all times when walking around the University estate or safely harnessed when unsupervised for short periods of time ○ Responsible for preventing or correcting any misbehaviour by the assistance dog and must make sure their dog does not cause harm or injury to others or damage university property 	<ul style="list-style-type: none"> • All staff/ students reminded to report any incidents to line manager/ adverse event system.

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Allergic reactions and transmission of disease.			<ul style="list-style-type: none"> All assistance dogs to be kept up with vaccinations, vet checks etc. All staff/ students who will have regular contact with assistance dog to be made aware of assistance dogs and ask to raise any concerns. Assistance dogs are fully toilet trained and owners where applicable are responsible for cleaning up after the dogs. If the dog does foul outside of these designated areas the owner must report to Estates to organise clean up and sanitising areas. 	<p>In the event of an allergy, need to consider:</p> <ul style="list-style-type: none"> What type of allergy e.g. contact, air-borne etc. How can you minimise contact between the dog and the person with an allergy?
Zoophobia (phobia of animals that causes distress or dysfunction in an individual's everyday life).			<ul style="list-style-type: none"> All staff/ students who will have contact with the assistance dog to be made aware of assistance dogs and ask to raise any concerns prior to the assistance dog arriving in location. All staff/ students to be made aware of complaints procedure and adverse event reporting system. 	Mediation between dog handler and individual with phobia to try to find resolution.
Slips, trips and falls			<ul style="list-style-type: none"> Ensure there is adequate room for the dog to be near its handler and the person is suitably placed to carryout daily tasks and if possible draught free, suitable temp, away from machinery, light or noise that may disrupt the dog. Consideration should be given to all areas to be visited by staff/ student i.e., Lecture theatres, offices etc. 	
Animal welfare			<ul style="list-style-type: none"> All assistance dogs should have regular health checks, vaccination and an adequate standard of grooming. The University and handler have ensured when on campus the requirements for the assistance dogs in relation to feeding, watering and toileting fully met. 	<p>Toileting areas to be agreed, should be:</p> <ul style="list-style-type: none"> Safe and appropriate access routes should be wide enough to allow the

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			<ul style="list-style-type: none"> The University allows the assistance dog handler appropriate time off to take the assistance dog to attend health checks etc. Owners of assistance dogs that are ill, in poor health, excessively unclean or unkempt may be required to remove the animal from University premises. 	<p>dog and the employee to walk together to toilet area and meet accessibility standards.</p>
Animal waste			<ul style="list-style-type: none"> Toileting areas to be agreed between dog handler and Estates. Owner are responsible for cleaning up of the animal's waste, consistent with reasonable capacity. Owners must use the designated areas identified by the University. If the dog does foul outside of these designated areas the owner must report to Estates to organise clean up and sanitising areas. Registered blind people are not required to clean up after their guide dogs but they are expected to have received the appropriate training to avoid dog waste on campus. 	
Damage to University property.			<ul style="list-style-type: none"> The owner is responsible for preventing or correcting any misbehaviour by the assistance dog and must make sure their dog does not cause harm or injury to others or damage University property. Any damaged caused whether accidentally or not should be reported to help desk. 	
Dog handler is taken ill or injured and is taken from site.			<ul style="list-style-type: none"> Student Services/ Residential Services (if individual is living in halls) and dog handler to agree contact details for emergencies, to ensure dog is cared for. Line manager and dog handler to agree contact details for emergencies, to ensure dog is cared for. 	

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Size of the assistance dog			<ul style="list-style-type: none"> Consider type of teaching spaces e.g., lecture theatres, PC labs etc., student spaces suitability to accommodate assistance dog. 	
Student multiple locations for T&L and independent learning, socialising, hall of residence i.e., lecture theatre.			<ul style="list-style-type: none"> Timetabling to be reviewed to ensure ease of access and suitability of lecture theatre/ teaching space for assistance dog. All emergency routes etc. have been practices with the handler and assistance dog. Any travelling involved? See University Field Work Guidance Use of sporting facilities additional assistance required? 	
Cleaning of animal waste			<ul style="list-style-type: none"> Estate cleaning staff and grounds team to receive appropriate training on how to clean up animal waste. 	
If a student is living in halls			<ul style="list-style-type: none"> All persons who will have regular contact with assistance dog/ share flat and facilities to be informed of assistance dog prior to coming to campus. All persons sharing accommodation informed of how to interact with assistance dog (Animals on Campus - Appendix 2) Owners understand assistance dogs cannot enter a person's private room i.e., bedroom/ office without permission. Arrangements in place if dog is left unattended for a period of time i.e., if fire alarm is activated. 	
Event/ Activity e.g., exams/ Graduation			<ul style="list-style-type: none"> All activities to be discussed with dog owner. Length of exam and location to be discussed with owner prior to examination taking place. All individuals in exam to made aware of assistance dog 	

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			<p>prior to the exam.</p> <ul style="list-style-type: none"> • Consideration for seating position of assistance dog handler to be considered for seated events such as graduation. 	

Part 2: Actions arising from risk assessment

Actions	Lead	Target Date	Done Yes/No