



WORKPLACE/ACTIVITY RISK ASSESSMENT

This form should be completed with reference to the general Prospect House Health & Safety policy.

A. Workplace Details	
Department:	Education
Section/Service:	PROSPECT HOUSE Specialist Support School.
Location:	ALL AREAS OF SCHOOL

B. Workplace Activity
The school Buddy Dogs 'Alfie and Ovie' interacting with staff and students, and exposure to the public on walks.

C. Persons Affected	Delete as appropriate
Pupils	
Staff	
Public	
Dogs	

D. Task Details
The school dogs, 'Alfie and Ovie' will visit classes and walk around various areas in the school campus. Some groups may be walking the dogs in the locality of the school as part of lunchtime clubs
Alfie and Ovie are registered 'Pets as Therapy' dogs who have undertaken and passed all the organisation's tests and including a rigorous temperament test and medical check of up to date vaccinations and good health

E. Hazard Identification	
Animal health - diseases / parasites	Hygiene issues - dogs fouling
Bites and scratches	Exposure to hazards whilst out walking
Allergic reactions	Pulling whilst on the lead
Hygiene issues - contact with the dogs	

F. Further Control Measures	For risks identified as HIGH <u>despite</u> control measures put in place.

G. Assessment Prepared By			
Name:	Robin Anthony	Post:	DHT
Signature:	R Anthony	Date:	10.03.2020

H. Review of Risk Assessment			
Date for Review	Carried Out By	Post	Signature
17.02.2021	R.Anthony	AHT	R.Anthony
20.10.2022	R.Anthony	DHT	R.Anthony

CALCULATION OF RISK

SEVERITY OF HARM INDEX	
5	Very Severe injury - Fatalities (single or multiple), permanent disability; disabling illness
4	Major injury; e.g. fracture, loss of consciousness
3	Moderate injury; non-disabling illness; more than 3 working days lost-time e.g. deep cut, torn muscle
2	Minor injury; less than 3 working days lost-time e.g. small cut, deep bruise
1	Negligible injury e.g. small bruise

LIKELIHOOD OF HARM INDEX		
5	Almost Certain	Reasonably certain or expected to occur. Likely to occur repeatedly.
4	Extremely Likely	Expected to occur several times.
3	Likely	May occur sometime.
2	Unlikely	Will not usually occur, but is conceivable.
1	Improbable	So unlikely that the probability is close to zero.

$$\text{Severity} \times \text{Hazard} = \text{RISK}$$

Risk Matrix - use this to determine risk for each hazard i.e. how bad and how likely

	Likelihood Of Harm				
Severity of Harm	Improbable 1	Unlikely 2	Likely 3	Extremely Likely 4	Almost Certain 5
1 Negligible e.g. small bruise	Low 1	Low 2	Low 3	Medium 4	Medium 5

2 Minor e.g. small cut, deep bruise	Low 2	Low 4	Medium 6	Medium 8	High 10
3 Moderate e.g. deep cut, torn muscle	Low 3	Medium 6	Medium 9	High 12	High 15
4 Major e.g. fracture, loss of consciousness	Low 4	Medium 8	Medium 12	High 16	High 20
5 Very Severe e.g. death, permanent disability	Medium 5	Medium 10	High 15	High 20	High 25



RISK ASSESSMENT

Activity : SCHOOL DOGS ON SITE - Location : ALL AREAS OF THE SCHOOL



Alfie and Ovie is a registered 'Pets as Therapy' dogs who has undertaken and passed all the organisation's tests and including a rigorous temperament test and medical check of up to date vaccinations and good health

Hazards List what could cause harm from this activity	Who exposed List who might be harmed from this activity e.g. staff, students, public	Risk For each hazard, decide level of risk as if you were to do the activity <u>without</u> any controls	Control measures For each hazard, list the measures you will be taking to minimise the risk identified	Re- Assessment of Risk For each hazard, now decide level of risk once all your controls are in place
		Severity x Hazard = RISK		
Animal health - diseases / parasites	School staff, volunteer helpers, students	3 x 2 = 6 Medium	The dogs will be fully vaccinated before joining the school. The dogs to be kept at home by a member of staff and its health to be regularly monitored. The dogs to be registered with a vet and wormed on a regular (3-monthly) basis. Similarly the dogs to be regularly groomed, hence any parasites spotted and treated. Any concerns regarding any form of contamination from the dogs will result in the dogs being kept at home until the situation has been appropriately treated. All staff & students handling the dogs to wash their hands after.	3 x 1 = 3 Low

Bite and Scratches	School staff, volunteer helpers, students, public when off the site	$3 \times 3 = 9$ Medium	Alfie and Ovie are registered 'Pets as Therapy' dogs who has undertaken and passed the entire organisation's tests and including a rigorous temperament test. There will be good levels of adult supervision at all times. Staff to be extra vigilant around students whose behaviour could lead to the dogs becoming excited and unpredictable. All staff working with the dogs to have access to the PH Guide to working with the dogs to try to ensure continuity of behaviour and handling. The dogs will be handled on a regular basis so it will be used to the conditions in school. Any health scratches etc to be cleaned and reported to the school nurse. Alfie and Ovie will have his nails trimmed regularly to minimise risk of scratching	$3 \times 2 = 6$ Medium
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			Handler is required to submit information about any changes in behaviour prior to being invited to attend the event. Dogs are not permitted to jump up at people.	
Allergic Reactions	School staff, volunteer helpers, students	$2 \times 3 = 6$ Medium	Any staff, students and volunteers with known allergies should minimize their contact with the dogs. Teaching staff must be aware of any students specific allergic reactions, and their interaction with the dogs to be closely monitored. If affected, students will be supported to access first aid from teacher/school nurse. Areas where the dogs is kept on a regular basis to be cleaned to ensure hair etc is kept to a minimum. Staff to be vigilant for indications such as skin rashes, eye irritation or breathing problems.	$2 \times 2 = 4$ Low
Hazards	Who exposed	Risk	Control measures	Re- Assessment of Risk

Hygiene issues – contact with the dogs	School staff, volunteer helpers, students, school visitors	$2 \times 3 = 6$ Medium	Adopt hygiene sensitive approach to working with the dogs. Staff and students reminded to wash their hands thoroughly after handling the dogs. Ensure that students do not contact the dogs whilst they are eating and that they do not put their hands in their mouths after touching the dogs. Students with open cuts etc to ensure that they are suitably covered before petting the dogs. The dogs to have restricted access to certain areas of the school i.e. Dining Room, Food Technology Room. Pool area etc.	$2 \times 2 = 4$ Low
Hygiene issues – dogs fouling	School staff, volunteer helpers, students,	$2 \times 3 = 6$ Medium	All staff working with the dogs to have access to the PH Guide to working with the dogs to try to ensure continuity of behaviour and handling. A specific “Spending Pen” to be set up in school for the dogs’s toileting needs. Any fouling to be picked up by specified members of staff (never students) and disposed of appropriately. Similarly, if on a walk offsite staff to carry suitable bags in order to pick up and dispose of any fouling appropriately. Any “accidents’ on the school site should be thoroughly cleaned up and disinfected as soon as practically possible.	$2 \times 2 = 4$ Low
Exposure to hazards whilst out walking	School staff, students,	$2 \times 2 = 4$ Low	walks off- site are not permitted currently. staff ensuring that the area where Alfie and Ovie is walked appropriate for both the group and the dogs The dogs must be on the lead at all times when walking in the school grounds.	$2 \times 1 = 2$ Low
Pulling whilst on the lead Resulting in trips or falls	School staff, students,	$2 \times 3 = 6$ Medium	All staff working with the dogs to have access to the PH Guide to working with the dogs to try to ensure continuity of behaviour and handling. The dogs to be kept on a tight lead at all times to discourage this behaviour and only appropriate students used to walk the dogs under very close supervision of staff. Students should not run whilst holding the dogs on the lead. The dogs will be regularly walked so that it becomes used to being handled in this manner.	$2 \times 2 = 4$ Low

Hazards	Who exposed?	Risk	Control measures	Re- Assessment of Risk
Lifting Injury, strain.	School staff, volunteer helpers, students	$3 \times 3 = 9$ Medium	As Alfie and Ovie is a medium breed he is able to sit on a chair next to students but not on student's laps, for the pupil to engage with the dogs. Students are not to lift the dogs. If the dogs has to be lifted then staff should be mindful of correct manual handling techniques. Where possible it will be trained to climb on to a chair when requested. Dogs on lead and under control at all times. Dogs not permitted to settle in gangways or in general walkways	$3 \times 2 = 6$ Medium
Dogs welfare	Dogs	$3 \times 2 = 6$ Medium	Only dogs known to be suited to the environment should visit Dogs given regular comfort breaks. Dogs visit for no more than 2 hours Water bowls regularly checked and filled. Dogs behaviour monitored for any stress behaviour, overheating, dehydration.	$3 \times 1 = 3$ Low
School traffic Injury from vehicles	School staff, volunteer helpers, students	$4 \times 2 = 8$ Medium	Groups walking the dogs to keep to designated paths and to be road safe when moving between the school and off site. Paying particular attention on the rear access road or crossing the car park at the front of school. Alfie will try to chase cars so initially will be walked on school grounds only.	$4 \times 1 = 4$ Low
Weather conditions whilst	School staff, volunteer helpers, students		Appropriate clothing to be worn by students for the weather conditions (hot, cold, wet, windy) when walking . Adequate fluids to be drunk when it is hot.	$2 \times 2 = 4$ Low

walking the dogs Sunburn, dehydration, hypothermia, Slipping in wet weather Soil blown into eyes.		$2 \times 3 = 6$ Medium	The dogs to have access to fresh drinking water. Schools to advise parents about students to apply own sun cream and wear hats. In wet weather, garden surfaces can become slippery e.g. clay soils. Revise activities / route to minimise risk of slipping. No running whilst out walking the dogs.	
Individuals with Phobias of dogss	School staff, volunteer helpers, students	$1 \times 4 = 4$ Medium	Staff working with the dogs will have to be very mindful of possible adverse reactions from students. Such contact should be very carefully managed, with such students having carefully considered access.	$2 \times 1 = 2$ Low
Fire Dangers from heat, smoke and fire	School staff, volunteer helpers, students	See separate Evacuation Plan for details applicable to both inside and outside areas on site – re: evacuation and assembly actions. In the event of an alarm, where possible the dogs will be evacuated with the rest of the occupants of the building.		
Date of Assessment : March 2020 Reviewed 20/10/2022				