

Three Counties Academy Trust



Animals in School Policy

#HS3

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Subject to periodic amendment. To be reviewed in full no later than 11th January 2029

Version history

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Common abbreviations and acronyms

AA	Admissions Authority	GPA	Government Procurement Arrangement
AAI	Adrenaline Auto-Injector (Epi Pen)	HASH	Herefordshire Association of Secondary Heads
ACM	Asbestos Containing Materials	HBV	Honour Based Violence
AFH	Academies Financial Handbook	HR	Human Resources
AHT	Assistant Headteacher	H&S	Health and Safety
AIR	Attendance Intervention Reviews	HoS	Head of School
APIs	Application Programme Interfaces	HSE	Health and Safety Executive
BAME	Black, Asian and Minority Ethnic Backgrounds	ICO	Information Commissioners Office
BCP	Business Continuity Plan	IHP	Individual Healthcare Plan
BFR	Budget Forecast Return	IRMS	Information and Records Management Society
CAMHS	Child and Adolescent Mental Health Services	IWF	Internet Watch Foundation
CEO	Chief Executive Officer	KCSIE	Keeping Children Safe in Education
CFO	Chief Financial Officer	KS1/2/3/4	Key Stage 1/2/3/4
CIF	Condition Improvement Fund	LAC	Looked After Child
CIN	Child in Need	LADO	Local Authority Designated Officer
CLA	Children Looked After	LGB	Local Governing Body
CMIE	Child Missing in Education	LLC	Low-Level Concerns

COO	Chief Operating Officer	LSA	Learning Support Assistants
COSHH	Control and Substances Hazardous to Health	MASH	Multi-Agency Safeguarding Hub
CP	Child Protection	MAT	Multi-Academy Trust
CPD	Continuing Professional Development	MFA	Multi-Factor Authentication
CSCS	Children's Social Care Services	MFL	Modern Foreign Language
CSE	Child Sexual Exploitation	NCSC's	National Cyber Security Centres
CTIRU	Counter-Terrorism Internet Referral Unit	NPQEL	National Professional Qualification in Executive Leadership
CWD	Children with Disabilities	PA	Persistent Absence
DBS	Disclosure and Barring Service	PAN	Published Admission Number
DDSL	Deputy Designated Safeguarding Lead	PECR	Privacy and Electronic Communications Regulations
DfE	Department for Education	PEP	Personal Education Plan
DHT	Deputy Headteacher	PEEP	Personal Emergency Evacuation Plan
DSE	Display Screen Equipment	PEx	Permanent Exclusion
DSL	Designated Safeguarding Lead	PLAC	Previously Looked After Child
DPO	Data Protection Officer	PP	Pupil Premium
EAL	English as an Additional Language	PSHE	Personal, Social and Health Education
ECT	Early Career Teacher	PSED	Public Sector Equality Duty

EHA	Early Help Assessment	PTFA	Parent, Teacher and Friends Association
EHCNA	Education, Health and Care Needs Assessment	RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
EHCP	Education, Health and Care Plan	RHE	Relationships and Health Education
EHE	Elective Home Education	RSHE	Relationships, Sex and Health Education
ELSA	Emotional, Literacy and Support Assistant	SALT	Speech and Language Therapist
ESFA	Education and Skills Funding Agency	SARC	Sexual Assault Referral Centre
EVC	Educational Visit Coordinator	SBM	School Business Manager
EWO	Education Welfare and Safeguarding Support Officer	SCCs	Standard Contractual Clauses
EYFS	Early Years Foundation Stage	SDQ	Strengths and Difficulties Questionnaire
FBV	Fundamental British Values	SEMH	Social, Emotional, and Mental Health
FGM	Female Genital Mutilation	SENC	Special Educational Needs Coordinator
FOI	Freedom of Information	SEND	Special Educational Needs and Disabilities
FSM	Free School Meals	SLA's	Service Level Agreements
FTS	Find a Tender Service	STEM	Science, Technology, Engineering and Maths
GAG	General Annual Grant	TA	Teaching Assistant
GDPR	General Data Protection Regulation	TCAT	Three Counties Academy Trust
GIAS	Get Information about Schools	VSH	Virtual School Headteacher

Statement of intent

Three Counties Academy Trust (TCAT) understands that there are numerous ways that staff and pupils may encounter animals on the school premises, whether it be therapy dogs, wild animals, peafowl, or animals brought to or kept at the school for educational purposes. We believe that keeping animals is an effective way of maximising the educational opportunity and attainment of our pupils.

Whilst keeping animals at our school's is particularly beneficial to our pupils, we understand that we have a legal duty of care towards any animals we are responsible for, and that this must be a priority at all times. This policy has been created in order to outline the key responsibilities and procedures for pupils and staff when looking after our animals, and to ensure the safety of our TCAT and school community when dealing with wild animal encounters.

NB. Where the term “parent” or “parents” is used this includes those who act as carers or have parental responsibility.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Pet Animals Act 1951
- The Wildlife and Countryside Act 1981
- The Dangerous Wild Animals (DWA) Act 1976
- The Health and Safety at Work etc. Act 1974
- The Animals (Scientific Procedures) Act 1986
- The Management of Health and Safety at Work Regulations 1999
- The Animal Welfare Act 2006
- The Animals Act 1971
- The Environmental Protection Act 1990
- The Road Traffic Act 1988

Where legislation has been passed or updated during the shelf life of this policy, we will always apply the latest version available irrespective of the version quoted here.

This policy operates in conjunction with the following policies and documents:

- Health and Safety Policy (HS1)
- First Aid Policy (HS2)
- COSHH Policy (HS7)

Central TCAT policies have the policy number identified, e.g. "SG1". Where no policy number is identified this indicates the policy is a school specific policy available from an individual TCAT school's website.

2. Roles and responsibilities

The Trust Board and where delegated Local Governing Bodies are responsible for:

- Ensuring the effective implementation of this policy
- Ensuring staff roles and responsibilities are clearly defined and monitored
- Consulting the Executive Headteacher/CEO, school leadership and staff animal handlers on managing animal welfare
- Ensuring that staff animal handlers put effective measures in place to protect staff, pupils, and the animals on TCAT premises

The Headteacher/Head of School is responsible for:

- Conducting a risk assessment with staff animal handlers prior to the arrival of any animals to ensure all risks are manageable and controlled
- Establishing cleaning and feeding rotas for animals that live on TCAT premises
- Assigning staff animal handlers to take responsibility for the welfare of each animal
- Ensuring staff animal handlers have sufficient knowledge to take on the role
- Organising training for staff animal handlers where necessary

Staff animal handlers are responsible for:

- The welfare and husbandry of animals on their school premises at all times
- Conducting a risk assessment with their Headteacher/Head of School prior to the arrival of any animals to ensure all risks are manageable and controlled
- Organising relevant training for staff members and pupils regarding the care of animals in their school
- Ensuring that their school keeps an adequate supply of food, water, and housing equipment for the animals in their school at all times
- Finding a sufficient and reliable supplier for the food and equipment needed
- Liaising with the attending vet where necessary
- Devising a veterinary health plan in conjunction with the attending vet
- Keeping up with the animal's vaccinations and treatments where necessary
- Keeping their Headteacher/Head of School informed of the animals' health and welfare
- Leading on the triage of sick and injured animals brought on to school premises

All staff members are responsible for:

- Completing the relevant training set up by their staff animal handlers
- Fulfilling their cleaning and feeding duties in accordance with any rotas in place
- Supervising pupils' interaction with the animals where necessary
- Teaching pupils about the needs of the animals and how to handle and care for them where appropriate
- Reporting any concerns regarding the animals, their welfare, and pupil interactions to their staff animal handlers

3. Duty of care

The Animal Welfare Act 2006 places a duty on schools to make provision for the welfare of any animal that they are responsible for.

Under this Act, the components of an animal's welfare include the need for:

- A suitable environment
- A suitable diet e.g., food and fresh water
- The ability to exhibit normal behaviour patterns
- Suitable housing with, or away from, any other animals
- Protection from pain, suffering and disease

The Headteacher/Head of School and staff animal handlers responsible for the animals will conduct a risk assessment prior to the arrival of any animals to ensure that all risks are manageable and are controlled.

Where animals are brought in for a short period, e.g., for a day, an appropriate and detailed protocol will be implemented that ensures the wellbeing of the animal, and the health and safety of others, for the duration of its visit.

This will include the provision of assurances from the owner as to the means of transporting and housing the animal, and the responsibility to bring any equipment, food, or water likely to be required during the day. Where the animal belongs to a pupil, advice from parents will be sought whenever necessary.

A named person will be responsible for the welfare and husbandry of the animals at all times.

Each school will establish a written care programme for each species of animal kept on the premises, which will be implemented by the designated, trained member of staff, and will be communicated to all other members of staff.

TCAT schools that keep a wide variety of animals will ensure a proper care programme is available for each creature, establishing the maintenance of minimum welfare standards.

4. Training for pupils and staff

All pupils and staff will undergo training on a regular basis to ensure that they are aware of their responsibilities when looking after the animals kept on the premises, including:

- Feeding
- Hygiene
- Handling
- How to spot signs of infestation and disease

Where there is a risk of wildlife entering onto a TCAT school premises, pupils and staff will be informed about, and given strategies for the safe coexistence with, the specific wildlife they may encounter on the school grounds.

5. Food

The Headteacher/Head of School in consultation with staff animal handlers will establish a rota for feeding animals that live on their school premises, during and after the school day, as well as during holidays and weekends. This rota will be given to all members of staff and will be posted in the school office or other appropriate accessible position.

Each school will remain aware that the type and quantity of food required varies not only with species and breed, but also with age, stage of life, e.g., lactating females have different requirements from other adults. The dietary requirements of each type of animal will be ascertained by consulting a vet or a livestock nutrition consultant.

Food for the animals will be sourced from a reputable supplier to ensure it is of appropriate nourishment suitable to their age and breed.

A dry, vermin-proof container will be used to store animals' food, keeping it dry and preventing waste.

Food will be provided accordingly, depending on the animal, by a member of staff and/or pupils supervised by a member of staff.

Food not consumed in 20 minutes will be taken away or covered to prevent attracting pests.

All animals will have continuous access to a supply of clean, fresh drinking water that will be changed regularly by a member of staff in accordance with the rota set up by the Headteacher/Head of School. Troughs and other containers must be suitable for the animals using them, e.g., the correct height and dimension to allow easy access, and must be easy to clean.

Each school will ensure that there is an adequate supply of food available at all times to avoid any drought of food. Food for animals who are brought onto the school site for the purposes of a visit will be the responsibility of the animals' owner.

Pupils will be informed not to feed wildlife on the school grounds.

6. Housing and environment

Each school will only consider keeping animals if they have suitable housing, space and/or fields for keeping the animals away from the noisy educational environment. All animals kept outdoors, e.g., farm animals such as poultry, must have access to suitable shelter at all times. All buildings or shelters will be adequately ventilated, whilst ensuring animals are protected from draughts.

Each animal house will be designed, sited and constructed to provide a suitable environment, including any special requirement for exercise or social contact for the species, and will incorporate facilities sufficient for the activities carried out within it.

Specific recommendations for space allowances for each species will be sought from relevant agricultural or welfare organisations.

All animals will have access to a comfortable, solid-based lying area, with plenty of suitable bedding material. It must be replaced or replenished regularly to ensure that it remains dry.

Any fencing used must:

- Be strong enough to contain the species in question

- Be frequently inspected and properly maintained
- Not have the potential to cause injury to the animals

Farm animals will be given company of their own kind and will never be isolated from the sight, sound or smell of other farm animals. Poultry will have access to a suitable area for exercise, with enough space to ensure that they can move around freely and express their natural behaviour patterns subject to any government restrictions in place on the movement of birds or livestock.

Species that are incompatible, e.g., predator and prey, or animals requiring different environmental conditions will not be housed in the same room or, in some cases, within a distance where scent or sound can be detected. Different species, or individuals of the same species from different litters, will not be housed together in the same space. This is to ensure that:

- The return of each animal to the correct owner, where applicable
- The risk of transmission of disease from one creature to another is minimised
- The likelihood of aggression or conflict between incompatible animals is reduced

Aquariums pose particular safety hazards, such as electric shocks, which will be addressed within a risk assessment. Regular maintenance checks will be carried out by a competent person to ensure that such hazards are effectively controlled.

Fish, and other aquatic animals, will be properly looked after in accordance with advice received from the supplier, including undertaking regular checks on water cleanliness and temperature.

Where school-based animals are taken home by pupils, a suitable home-school agreement will be devised to encourage the observation of the same principles at home as those governing their husbandry in schools – both from the perspective of pupil safety and animal welfare.

In circumstances where the school is temporarily closed and the animal remains on site, e.g., weekends and holidays, an assigned member of staff will visit the school site once a day to care for the animals in accordance with the rota

7. Cleaning and maintenance

Each school will establish a written cleaning rota to ensure each animal is cleaned and cared for to a specified standard.

Pregnant staff members will never carry out tasks involving litter material due to the risk of toxoplasmosis. Pregnant staff and anyone with suppressed immunity will exercise particular caution and avoid all contact with animal waste products.

The school will purchase appropriate cleaning materials such as a shovel, bucket, stiff brush, and detergent cleaner. Detergent cleaner will be used to clean each animal house. The detergent cleaner, as well as any other chemicals purchased, will be checked in accordance with TCATs COSHH Policy to ensure that they are not hazardous to the animals or to the members of staff using them.

Hands will be washed before and after cleaning cages, tanks, etc. When carrying out cleaning duties, staff animal handlers will wear personal protective equipment, such as plastic gloves at all times.

Litter trays will be cleaned daily. All bedding will be removed and replaced, and all droppings will be scraped into the bucket provided. Both the bedding and droppings will be disposed of appropriately by the member of staff carrying out the cleaning duties.

Solid litter will ideally be incinerated; more conveniently, it can be sealed in strong plastic bags and placed with other waste in dustbins. After removing soiled litter material, cages will be scrubbed with hot water and liquid detergent.

Contaminated surfaces will be properly washed and disinfected. Water and food feeders will be cleaned on a weekly basis to avoid any build-up of green algae which can be harmful to animals.

Cleaning routines and arrangements for the disposal of animal waste will be carried out with due regard for good hygiene standards.

When cleaning each animal house, the member of staff will ensure that it is weather and predator-proof and will check for any repairs that are needed.

Any works required will be reported to Site Staff or the Trust Estate Manager, who will make appropriate repairs or will report to the Chief Finance Officer if new equipment is needed.

8. Animal handling

There must always be adult supervision when pupils are in contact with animals. Pupils will be taught that they are not to handle any animals without adult supervision and permission.

The following considerations must be checked in advance of any such activities:

- The animal is used to being handled
- The animal is not likely to be stressed by excitable pupils
- Where there is a correct way to hold any animal, this is taught to pupils from the outset

Supervising staff will ensure that good hygiene is maintained consistently throughout any handling of animals. While handling animals, pupils and staff must:

- Not consume food or drink
- Cover any open cuts or abrasions on the exposed skin of hands and arms with waterproof adhesive dressings
- Wash their hands with soap and water before and directly after handling animals
- Keep animals away from their face

Supervising staff will ensure that all individuals handling small mammals are aware of the importance of handling them carefully; the animals will be sufficiently restrained, so that they cannot damage themselves or the handler. Mammals will be handled daily where possible to ensure they become accustomed to being handled.

Gloves will not be worn unless it is known that an animal is likely to bite or scratch. In this situation a pair of rubber gloves, which reduce dexterity as little as possible, will be worn as a sensible precaution.

Handling small animals will always be carried out over a table or trough filled with a soft material such as sand/sawdust.

The handling of certain animals will be avoided altogether. Those which are nervous, nocturnal, or prone to biting or scratching will only be observed and not touched.

Other creatures, such as invertebrates, can be too fragile to be handled any more than absolutely necessary. Sometimes any handling of an animal should be limited to a staff animal handler, who will have the necessary expertise to do it properly.

Animals will be given adequate rest periods away from disturbances.

9. Breeding

Animals will not normally be bred on site, in keeping with RSPCA opposition to such practice, however the breeding of live feed, for example crickets, is permitted.

10. Infestation and disease

All members of staff are responsible for identifying ill health of animals and reporting any concerns to a staff animal handler, who will then contact the attending vet and inform the Headteacher/Head of School.

A veterinary health plan will be developed in conjunction with the attending vet in order to arrange the following:

- Regular visits and check-ups
- Any additional check-ups as required
- Treatment for prevention of external and internal parasites, including vaccinations
- Response to, and provision for, seriously ill or deceased animals
- Any other procedures necessary for the maintenance of the animals' health, e.g., trimming claws and grooming

TCAT is aware that, while the likelihood of diseases being passed on to humans from pet animals is low, some individuals, e.g., pregnant people and those with a weakened immune system, are at a greater risk of infection. In all cases, good hygiene practices will be observed to reduce the risks even further.

Staff animal handlers, in conjunction with the attending vet, are responsible for the general health of animals, including keeping up with vaccinations and ensuring the appropriate animals have been treated for worms and fleas.

Pupils with known allergies to specific animals must have restricted access to those that may trigger a response. In most cases, an allergic reaction will subside once the animal and the affected person are kept apart; in extreme cases, medical advice will be sought.

Where reptiles are kept, each school will be aware that these animals can carry bacteria and will ensure that children under five will not have contact with such reptiles or the environment in which the reptiles live or exercise.

In any case of infestation or disease, appropriate treatment will be sought immediately, and the animal(s) will be moved into a separate enclosure away from the others until they are back to full health.

If the animals are found to have any disease which is contagious to humans, the Headteacher/Head of School will inform parents/carers immediately and the animal(s) will be removed from the premises for appropriate treatment.

11. Injuries sustained by pupils and staff

Any injuries sustained to pupils or staff during the looking after of the animals will be reported to the Headteacher/Head of School immediately and will be dealt with in accordance with TCATs First Aid Policy.

All incidents will be reported using the Animal Incident Log (appendix A). Parents of injured pupils will be notified of the injury as appropriate.

12. Bringing pets and other animals into school

In addition to the general guidance given above, it is important that suitable arrangements are made in advance for the wellbeing of animals for the short time they are to be on the premises.

When a variety of animals will be together, TCAT, and each individual school, will consider the possibility of unwanted interactions.

Animals must be housed properly and separately whilst on the premises and any containers used to transport them must be appropriate and retain the animal securely.

13. Injured animals brought in by pupils

As part of appropriate PSHE topics and learning, pupils will be advised not to attempt to rescue any injured animals found on or outside of school grounds by bringing them inside school. Pupils will be instructed that attempts to retrieve 'abandoned' animals in this way may damage the animals concerned and spread infection, and that they should instead report the injury so that others can act appropriately.

Where a pupil brings an injured animal into school, the following procedure will be implemented:

- Staff animal handlers will take the lead in dealing with the injured or sick animal

- Appropriate precautions, such as quarantining the animal, will be taken to minimise the risk of transmission of disease or parasites
- Scrupulous standards of hygiene will be maintained
- In all cases of doubt, expert advice will be sought from either a vet, the RSPCA, or the People's Dispensary for Sick Animals (PDSA)

14. Unsuitable animals

Animals that present unacceptable risks must not be brought into school.

Wild birds and mammals taken from the 'wild' will not be brought into any TCAT school directly as they may be harbouring diseases or parasites transmissible to humans.

Dangerous animals, as defined by the Dangerous Wild Animals (DWA) Act 1976, may not be brought into a TCAT school. These animals may present a risk to pupils and staff, and there may also be welfare risks to the animals themselves.

15. Peafowl encounters

In some circumstances, incidents may occur where peafowl, i.e., peacocks and peahens, from an adjacent property are encountered on school grounds. TCAT will manage such incidents in accordance with this policy.

The law

Peafowl are not covered by any UK wildlife protection laws. As a result, they are not classed as a wild bird in the UK.

Peafowl are not listed under the Road Traffic Act 1988; therefore, there is no requirement to report traffic incidents involving the birds.

The treatment of peafowl is covered by the Animal Welfare Act 2006.

Noise disturbance

Noise disturbance caused by peafowl is covered by the Environmental Protection Act 1990.

The LA's Environmental Health service has a statutory duty to investigate complaints about peafowl noise. Incidents of peafowl noise disturbance on school grounds reaching levels unconducive to learning will be logged by the Chief Finance Officer using the Animal Incident Log. If the volume of incidents becomes unacceptable, the Executive Headteacher will write a letter of complaint to Environmental Health, citing the incidents reported in the log.

Incidents of this nature may only be recorded as noise incidents when the peafowl remain on the owner's land during the disturbance.

Damage caused by peafowl

Under the Animals Act 1971, if the peafowl were left unrestrained and damage was caused that could have reasonably been seen as likely to occur, the keeper of the peafowl is liable for the damage.

Should peafowl damage school property in such a manner, TCAT may choose to pursue legal action against the peafowl's owner to recover any costs incurred.

Incidents involving damage caused by peafowl will be recorded in the Animal Incident Log.

Deterrents

Stray peafowl on TCAT grounds will not be fed or offered water, as such actions encourage peafowl to stay or return.

The Trust Estate Manager will ensure the timely and thorough removal of peafowl waste, as peafowl 'mark' their territory using their waste.

If incidents reach a level the Headteacher/Head of School deems unacceptable, TCAT and our schools will consider introducing some or all of the following non-lethal deterrents:

- Bird netting: This lightweight netting prevents peafowls accessing the area
- Bird spikes: These prevent peafowl from landing on building ledges and poles
- Taste deterrents: These make any food sources less appetising
- Visual deterrents: These deterrents, often mimicking large predators, can scare peafowl away

Encountering peafowl

Pupils will be clearly instructed to act as follows upon encountering peafowl on school grounds:

- Move away from the bird quickly but safely
- Do not try to approach the bird or scare the bird away
- Tell an adult immediately and follow their instructions

Incidents of peafowl aggression towards pupils, staff, or visitors, including attacks, will be recorded in the Animal Incident Log, and appropriate action will be taken. Such action may include reporting the birds to Herefordshire County Council.

Resolving disputes

The Headteacher/Head of School will endeavour to contact the owner of the peafowl following any incident.

In the first instance, The Headteacher/Head of School will endeavour to resolve the issue without involvement from outside agencies.

Should the matter not be resolved to the Headteacher/Head of School's satisfaction, outside involvement and, if necessary, legal action may be considered.

Monitoring and review

This policy will be reviewed in line with the published schedule at the front of this document and at any point material changes require it by the Executive Headteacher/CEO in collaboration with the Board appointed Trustee, the Trust Board and Executive and Senior Leadership.

Any changes made to the policy will be amended by the Executive Headteacher/CEO and will be communicated to Executive Leaders, the TCAT Central Team and to Headteachers/Heads of School, who, in turn, will alert school-based staff.

The next scheduled full review date for this policy is 11th January 2029.

Signed by:

Executive Headteacher/CEO Date: _____

Board appointed Trustee Date: _____

Appendix A: Animals in School National College Risk Assessment Template

Important note: This risk assessment identifies typical examples and controls to illustrate how schools may manage certain risks. These can be used as a guide to think about hazards in your school and the steps needed to manage those risks. In order to be compliant with the law and protect your community, you must consider the specific hazards and controls your school needs and **must not use this template without assessing your school's risks.**

Name of school

Assessment conducted by:	Job title:	Covered by this assessment:
Date of assessment:	Review interval:	Date of next review:

Likely impact	Risk rating	Likelihood of occurrence		
		Probable	Possible	Remote
	Major: Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe: Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor: Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures		<ul style="list-style-type: none"> • Staff members are aware of and adhere to guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Pet Animals Act 1951 - The Wildlife and Countryside Act 1981 - The Dangerous Wild Animals Act 1976 - The Health and Safety at Work etc. Act 1974 - The Animals (Scientific Procedures) Act 1986 - The Management of Health and Safety at Work Regulations 1999 - The Animal Welfare Act 2006 • All staff and relevant stakeholders are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy 	Y	Headteacher	XX.XX.XX	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> - <u>First Aid Policy</u> - <u>Animals in School Policy</u> - <u>COSHH Policy</u> - <u>Behaviour Policy</u> - <u>Infection Control Policy</u> - <u>Allergen and Anaphylaxis Policy</u> <ul style="list-style-type: none"> • The school makes provisions for the welfare of any animal it is responsible for in accordance with the Animal Welfare Act 2006. • A risk assessment is conducted by the <u>headteacher</u> and a designated member of staff prior to the arrival of animals to ensure that all risks are manageable and controlled. • An appropriate and detailed protocol is implemented that ensures the wellbeing of the animals, and the health and safety of others, for the duration of its visit. • A named individual is responsible for the welfare of the animals at all times. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The school ensures that a proper care programme is available for each animal, establishing the maintenance of minimum welfare standards. Staff have an awareness of safety issues relating to animals. Staff are familiar with, and understand, the signs which indicate that pupils may be unsafe around animals. Staff report animal safety concerns in line with the school's reporting procedure outlined in the Animals in School Policy. Pupils adhere to the Health and Safety Policy and other relevant policies when around animals. Pupils report animal safety incidents and concerns in line with the procedures within the Animals in School Policy. Appropriate safety measures are implemented by staff members when directed by the headteacher. The headteacher conducts annual reviews of this risk assessment to ensure it is up to date. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Handling animals		<ul style="list-style-type: none"> • Teachers brief pupils regarding any potential hazards and supervise pupils at all times during handling sessions. • Pupils are taught by staff the correct way to hold each animal. • Teachers have knowledge of how to handle animals. • Pupils and staff wash their hands after handling animals to prevent the possibility of contracting infections. • Staff members who are pregnant avoid handling animals. • Animals are chosen for their temperament, and no venomous animals are used. • Disinfectant is offered to treat individuals in the event of being bitten by an animal. • Trained first aiders are on site and first aid equipment is readily available. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • If an animal acts aggressively, it is removed immediately. • Animals are provided with non-handling time to reduce stress that could cause aggressive behaviour. • Classroom doors and windows are closed whilst animal-handling sessions take place. • Signs are put on doors informing individuals to keep out whilst handling take place. • Animals are housed in secure carriers while being transported. • Animals are introduced to pupils in a supportive environment so pupils can overcome their fears safely. • Pupils are invited to handle animals and not obliged to during sessions. • Any individuals showing signs of extreme fear are taken to one side by school staff and provided with support and assistance. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Animals which are nervous, nocturnal or prone to biting or scratching will only be observed and not touched. 				
[For schools with snails only] Snails		<ul style="list-style-type: none"> When handling snails, they are picked up carefully by the shell. Hands are wet upon handling, and the snail is placed on the palm of the handler's hand. Pupils' and staff members' hands are washed before and after holding. Great care is taken in moving young snails who are particularly fragile. Snails are handled by pupils and staff members while seated. Movements are slow and deliberate while handling the snail, so as not to startle the snail. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The snail's enclosure is cleaned regularly and maintained at a suitable temperature. 				
Allergies		<ul style="list-style-type: none"> Any injuries sustained to pupils or staff whilst looking after animals are reported to the headteacher immediately and are dealt with in accordance with the school's First Aid Policy. Pupils with known allergies to specific animals have restricted access to those that may trigger a response. The nominated school first aider administers any necessary medication, including adrenaline auto-injectors (AAIs), to pupils known to have an allergy to any of the animals. 				
[For schools with farm animals only] Farm animals		<ul style="list-style-type: none"> Farm animals are not housed on the school site unless neighbours are happy for the school to do so. Farm animals are registered with the Department for Environment, Food and Rural Affairs. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Experienced staff members are responsible for ensuring housing, feeding, care and handling requirements are met. Farm animals will only be kept if the school has suitable housing and/or fields to keep the animals away from the noisy educational environment. 				
Phobias		<ul style="list-style-type: none"> Pupils or staff members with a known phobia to specific animals have restricted access to them. Pupils or staff members with a phobia will not be encouraged to participate in handling sessions. 				
Animal health		<ul style="list-style-type: none"> Arrangements are made to ensure animals are cared for during holidays and weekends. An experienced member of staff is involved in ensuring housing, feeding, care and handling requirements are met. Animals are prevented from contact with sources of disease or contamination, such as wild rodents. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • A staff member is designated to be responsible for, in conjunction with the attending vet, the general health of animals. • Cages and tanks are kept clean in accordance with an agreed and appropriate schedule depending on the animal type and size of the cage/tank. 				
Housing and environment		<ul style="list-style-type: none"> • All animals will have access to suitable shelter at all times. • All buildings and/or shelters will be adequately ventilated, whilst ensuring animals are protected from draughts. • Each animal house will be designed, sited and constructed to provide a suitable environment, including any special requirement for exercise or social contact for the species to be housed, and will incorporate facilities sufficient for the activities carried out within it. • Specific recommendations for space allowances for each species will be sought from relevant agricultural and/or welfare organisations. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • All animals have access to a comfortable, solid-based lying area, with plenty of suitable bedding material that is replenished regularly to ensure that it remains dry. • Any fencing used will be strong enough to contain the species in question, frequently inspected and maintained, and must not have the potential to cause injury to the animals. • Farm animals are given company of their own kind and are not isolated from the sight, sound or smell of other farm animals. • Poultry is given access to a suitable area for exercise, with enough space to ensure that they can move around freely and express their natural behaviour patterns. • Species that are incompatible, for example, predator and prey, or animals requiring different environmental conditions are not housed in the same room or, in some cases, within a distance where scent or sound can be detected. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Regular maintenance checks are carried out of aquariums and terrariums by a competent person to ensure that such hazards are effectively controlled. Fish and other aquatic animals are properly looked after in accordance with advice received from the supplier, including undertaking regular checks on water cleanliness, PH levels, conditioning and temperature. Where school-based animals are taken home by pupils, a suitable home-school agreement is devised to encourage the observation of the same principles at home as those governing their husbandry in schools – both from the perspective of pupil safety and animal welfare. 				
Cleaning and maintenance		<ul style="list-style-type: none"> The designated member of staff washes their hands before and after cleaning animal enclosures and tanks. A written cleaning rota is used to ensure each animal is cleaned and cared for to a specified standard. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The designated member of staff will wear personal protective equipment, such as plastic gloves, at all times, when carrying out cleaning duties. After removing soiled litter material, cages are scrubbed with hot water and a suitable liquid detergent. Detergents are not used in aquariums and terrariums unless free of inhabitants. Solid litter is incinerated or sealed in strong plastic bags and placed with other waste in dustbins. Appropriate cleaning materials are available at all times, including a shovel, bucket, stiff brush and detergent cleaner. The detergent cleaner, as well as any other chemicals purchased, is checked in accordance with the school's COSHH Policy to ensure that they are not hazardous to the animals or to the members of staff using them. Contaminated surfaces are properly washed and disinfected. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Water and food feeders are cleaned on a <u>weekly basis</u> to avoid any build-up of green algae which can be harmful to animals. When cleaning each animal house, each member of staff ensures that it is weather and predator-proof, and checks for any repairs that are needed. Any works required will be reported to the <u>site manager</u>, who will make appropriate repairs or will report to the <u>headteacher</u> if new equipment is needed. Cleaning routines and arrangements for the disposal of animal waste will be carried out with due regard for good hygiene standards. Pregnant staff and those with suppressed immunity will exercise particular caution and avoid all contact with animal waste products. 				
Animal food		<ul style="list-style-type: none"> A written care programme is created for each species of animal, which is implemented by the designated, trained member of staff, and communicated to all other members of staff. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The headteacher establishes a rota for looking after the animals before, during and after the school day, as well as during holidays and weekends. This rota is given to all members of staff and posted in the school office. The school is aware that the type and quantity of food required varies not only with species, but also with age, stage of production (e.g. lactating females have different requirements from other adults) and breed. The dietary requirements of each type of animal are ascertained by consulting a vet or a livestock nutrition consultant. Animal food is sourced from a reputable supplier, to ensure it is of appropriate nourishment suitable to their age and breed. A dry, vermin-proof container is used to store the different animals' food, keeping it dry and preventing waste. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The appropriate food source is supplied, depending on the animal, by a member of staff and/or pupils supervised by a member of staff. All animals have continuous access to a supply of clean, fresh drinking water. Suitable troughs and other containers are supplied for the animals using them (e.g. the correct height and dimension to allow easy access). An adequate supply of food is available at all times to avoid any drought of food. 				
Infestation and disease		<ul style="list-style-type: none"> A veterinary health plan is developed in conjunction with the attending vet in order to arrange the following: <ul style="list-style-type: none"> Response to, and provision for, seriously ill or deceased animals Any other procedures necessary for the maintenance of the animals' health Treatment for prevention of external and internal parasites, including vaccinations 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> - Any additional check-ups as required - Monthly visits and check-ups • A staff member is designated to be responsible for, in conjunction with the attending vet, the general health of animals, including keeping up with vaccinations and ensuring the appropriate animals have been treated for worms and fleas. • Good hygiene, including hand washing is required at all times, especially if aquatic reptiles, such as terrapins, are kept. • [Schools keeping reptiles only] Pupils under the age of five will not have contact with reptiles or the environment in which the reptiles live or exercise. • In the case of infestation or disease, appropriate treatment is sought immediately, and the animal(s) is moved into a separate enclosure. • To prevent disease spreading the diseased animal will be isolated from other animals to prevent it from spreading. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> In the case that an animal is found to have any disease which is contagious to humans, the <u>headteacher</u> informs parents immediately and the infected animal is removed from the premises for appropriate treatment. 				
Animals brought in by pupils		<ul style="list-style-type: none"> Suitable arrangements are made in advance for the wellbeing of animals for the short time they are to be on the premises. Animals are housed properly and separately whilst on the premises and any containers used to transport them are appropriate and retain the animal securely. Animals that present unacceptable risks will not be brought into the school. Wild birds and mammals from the 'wild' will not be brought into the school directly as they may be harbouring diseases or parasites transmissible to humans. 				

Appendix B: Animal Incident Log

Location, date, and time of incident	Reported by	Recorded by	Description of incident	Was property damaged? (Y/N)	Were pupils or staff placed in danger or harmed? (Y/N)	Recommended actions