

<b>RISK ASSESSMENT FOR:</b> School Dog (Bella) – Puppy Training Programme		<b>Oak View Primary and Nursery School</b>		
<b>Risk assessment number/ref: PTP 002</b>	<b>Assessment by: Mrs O'Shaughnessy, SBM</b>		<b>Date: 09/04/2019</b>	
	<b>Manager Approval: Mrs Davis, Headteacher</b>		<b>Date: 23/04/2019</b>	

## Background

'Schools have an important role to play in supporting the mental health and wellbeing of their pupils by developing approaches to the particular needs of their pupils' Mental Health and Behaviour in Schools (Nov 2018 DfE).

Having a School Dog has been common practice in Australia and America for some time and there are now a growing number of schools in the UK with a School Dog. However, there is currently no benchmark standard of training in order for a dog to come into school. To ensure that our school dog is safe to work in an educational environment we have registered with the charity Dogs Helping Kids (DHK). DHK are one of the only organisations in the country training and assessing dogs purely to work in an educational environment as both educational and therapeutic aids. We shared DHK's belief that a dog should only be working with a child, in an educational environment, if it has been trained, assessed and certified to do so.

Through our collaboration with DHK our puppy has been sourced from an Assured Kennel Club Breeder. She will undertake weekly training sessions with a highly qualified dog trainer and behaviourist along with specialist training and assessment at the DHK Headquarters as we work towards completing the Puppy Training Programme. This is followed by a two year training programme and once certified she will continue to undergo an annual assessment. This is to ensure the safety of the children, the staff, her owner and most importantly Bella.

Our belief is that having a School Dog will make the school feel a 'nicer' place to be for the whole school community. It has been proven that animals help with depression, anxiety and stress and promote happiness and wellbeing and we are confident that her introduction will:

- Encourage positive behaviour
- Build self-confidence and increase self-esteem
- Encourage respect, responsibility and trust
- Improve reading skills by the children having fun and enjoying the experience
- Help with anger management and de-escalation of anger/frustration
- Improve attendance

For her first year in school, our puppy will be behind the scenes and will have no contact with the children. She will be based in an admin office and should she venture out of the office then on these occasions she will be kept on a loose lead and will always be accompanied by Mrs O'Shaughnessy.

Bella's legal owner will be Mrs O'Shaughnessy who will care for her out of school hours in her home. She will bear the majority of the costs associated with having a pet dog including the purchase of the dog. The School will support the costs associated with her work in school.

Before coming to school the dog will be fully vaccinated and wormed. The dog will not attend school if it is unwell and it will not return to school until it is fit to do so. Mrs O'Shaughnessy (the owner of the dog) will have pet insurance to insure that if it is ill the dog will receive immediate medical attention. The dog will be registered with a local vet and receive regular check-ups. The charity will also see the dog regularly to check and assess its training and provision by the school. A register of her annual health check will be kept by school and the vets' surgery.

Any access to Bella will be carefully managed and supervised once she has joined the School Dog Programme and passed the Puppy Programme. We understand that some children may have a fear of dogs and Bella will only be in contact with children whose parents have given their permission. However, all DHK Dogs are highly trained, rigorously assessed and will only become certified school dogs if they are gentle and loving with children at all times. Research has shown that, with proper guidance and handling, children can learn to overcome their fear of animals and grow in respect and appreciation for them.

Our school has a 'no dogs' policy and this will remain in place. This means that no dogs are allowed on the site (i.e., when children are dropped off and collected). However, Bella will be training to become an Educational Assistance Dog and different rules apply (such as for hearing or guide dogs). She will be on a lead and harness all times when moving around the school property and will always be accompanied by a trained adult, namely Mrs O'Shaughnessy. Bella will also be fully insured to carry out her role thus allowing her to be on the school site.

**During the Puppy Training Programme Bella will be behind the scenes ONLY and there will be no contact with pupils (unless seen when out of the office and then children have been taught to ignore her). She will not work with any children during this year.**

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<b>Allergies</b>	Staff, pupils, visitors may have an allergic reaction	<ul style="list-style-type: none"> <li>Our letter informing parents that we will be having a school dog in residence requests information on allergies.</li> <li>Allergies are most prevalent when pet dander is present. Bella will be subjected to a very thorough cleanliness and grooming regime to help reduce the risk of allergens.</li> <li>Bella will be fed on a premium diet. This also reduces dander problems in dogs making them more hypoallergenic.</li> <li>School is cleaned and vacuumed on a daily basis.</li> </ul>	<p>Letter to be included in 'new starter pack'</p> <p>Mrs O'Shaughnessy will ensure the continuing cleanliness of Bella and the school.</p> <p>Hand washing facilities are provided throughout the school.</p>	Admin Team  SO'S	As required  Daily	
<b>Asthma</b>	Staff, pupils or visitors could have an allergic reaction to the School Dog	<ul style="list-style-type: none"> <li>The admin team will keep an updated list</li> </ul>	Letter to be included in 'new starter pack'.	Admin Team	As required	
<b>Biting, jumping up, scratching</b>	Staff, pupils or visitors could be hurt if Bella got over excited or distressed	<ul style="list-style-type: none"> <li>Not relevant during the Puppy Training Programme</li> </ul>		Weekly training classes SO'S		
<b>Cuts / minor injury from defective housing</b>	Staff, pupils, visitors and Bella, the school dog could become infected	<ul style="list-style-type: none"> <li>Bella's housing, equipment and toys will be cleaned and inspected regularly for defects</li> </ul>		SO'S	On-going	
<b>Dog being tired</b>	Staff, pupils and visitors could be hurt or upset if the school dog becomes stressed.	<ul style="list-style-type: none"> <li>Not relevant during the Puppy Training Programme</li> </ul>				
<b>Dog gets loose from admin area or lead</b>	Staff, pupils, visitors, the School Dog	<ul style="list-style-type: none"> <li>There is a stair gate across the door to Bella's area in the admin office.</li> <li>If Bella gets loose from the office a</li> </ul>	<ul style="list-style-type: none"> <li>Training regime - Bella will be highly trained in all areas including</li> </ul>	Weekly training classes SO'S		

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		member of the admin team will retrieve her and return her to the room.	recall.			
<b>Fear/phobia</b>	Staff, pupils, visitors may be scared of dogs and other animals	<ul style="list-style-type: none"> <li>• Our letter informing parents that we will be having a school dog in residence requests that they return a reply slip regarding access to the dog. This document informs the school if their child is scared to be in close contact with the dog. Parents are also offered the option of their child having no close contact or are offered a programme of support to help the child to overcome aversion. This list will be kept by the admin staff</li> <li>• Notices are displayed around the school to advise visitors that a dog is on site/in the office. Information is also noted on the school website.</li> <li>• The dog will not roam freely around the school. If she is out of the admin office she will be on a lead and harness will always be supervised by Mrs O'Shaughnessy,</li> </ul>	Letter to be included in 'new starter pack'	Admin Team	As required	
<b>Financial Costs</b>	The School, Mrs O'Shaughnessy	<ul style="list-style-type: none"> <li>• Mrs O'Shaughnessy is the legal owner of the dog and is responsible for Bella's care and the majority of her day-to-day costs (excluding liability insurances which will be paid for by the school and a lifetime pet plan health insurance which will be a shared cost between the school and Mrs O'Shaughnessy).</li> <li>• Puppy training costs will be paid for by Mrs O'Shaughnessy and the school.</li> <li>• The school will support all the costs associated with her work to become an Educational Assistance Dog.</li> </ul>	<ul style="list-style-type: none"> <li>• School to source Liability Insurance for the first year as it is not included as part of the DHK Puppy Training Programme.</li> </ul>	SO'S	March 2019	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<ul style="list-style-type: none"> <li>Outside school hours the dog lives with Mrs O'Shaughnessy.</li> </ul>				
<b>Fire Alarm</b>	Bella, the School Dog	<ul style="list-style-type: none"> <li>Bella will be registered as a member of staff on our Sign-In System when she is in school to make Fire Marshalls aware that she is on-site.</li> <li>Should Mrs O'Shaughnessy not be in the office with Bella when the fire alarm sounds a member of the admin team (Mrs Newman or Mrs Scott) will ensure that she is taken out of school to the marshalling area.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure admin staff are all aware of the responsibility to take Bella to the fire marshalling area should the alarm sound</li> </ul>	SO'S	On Going	
<b>Hand washing</b>	Staff, pupils, visitors could become ill through contact with the dog or her waste	<ul style="list-style-type: none"> <li>Not relevant during the Puppy Training Programme</li> </ul>	<ul style="list-style-type: none"> <li>Mrs O'Shaughnessy will ensure that all faeces are safely disposed.</li> </ul>			
<b>Hygiene</b>	Staff, pupils, visitors or Bella the School Dog could become ill through contact with the dog or her waste.	<ul style="list-style-type: none"> <li>Bella's toys and equipment will be cleaned regularly</li> <li>Animal foodstuffs will be stored carefully to prevent contamination and infestation.</li> <li>Open cuts or abrasions on the exposed skin of hands and arms will be covered with waterproof adhesive dressings</li> <li>The adult will immediately wash their hands with sufficient soap and water after picking up faeces or use a sanitizing gel.</li> <li>Any soiled dog bedding will be disposed of in sealed clinical waste bags.</li> <li>Mrs O'Shaughnessy will take the dog's bedding home regularly to wash it.</li> </ul>		SO'S	On Going	
<b>Illness</b>	Staff, pupils, visitors could become ill through contact with the dog or her waste or other transferrable illnesses	<ul style="list-style-type: none"> <li>Bella will receive all vaccinations and will have regular worming and flea treatments.</li> <li>She will not attend school if she is</li> </ul>	<ul style="list-style-type: none"> <li>Immunisations, worming and flea treatments will be kept up to date</li> </ul>	SO'S		

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		unwell and will not return to school until she is fit to do so.				
<b>New Starters – Pupils and Staff</b>	Staff, pupils	<ul style="list-style-type: none"> <li>All new starters will be advised that we have a school dog on the premises. New pupils will receive School Dog letter with reply slip in their 'starter pack'. The relevant briefing will be undertaken, i.e., Learn to Speak Dog, power-point on who DHK are etc.</li> </ul>		SO'S	On-Going	
<b>Noise/Barking</b>	Pupils who cannot cope with noise – e.g. autistic children or Bella, the School Dog could become 'spooked' by loud noises.	<ul style="list-style-type: none"> <li>Some pupils could be upset by a dog barking and could lash out or hurt the dog.</li> <li>She will be introduced to a variety of different noises – fireworks, doorbells, bangs, rings, vacuums, vehicles, crying noises etc.</li> </ul>	<ul style="list-style-type: none"> <li>Bella will be highly trained.</li> </ul>	Weekly training classes SO'S		
<b>Safety of the School Dog</b>	Staff, pupils or the School Dog could be harmed, i.e. if a child was not nice to the dog then she could retaliate.	<ul style="list-style-type: none"> <li>Not relevant during the Puppy Training Programme</li> </ul>				
<b>Toileting</b>	Staff, pupils, visitors walking in dog faeces.	<ul style="list-style-type: none"> <li>The dog will be suitably toilet trained.</li> <li>The dog will have a designated toileting area that is not accessible to pupils (fenced off area).</li> <li>The dog will be toileted before coming on to the school site.</li> <li>All dog waste will be collected and disposed of by a responsible adult, using a waste bag and into a separate waste bin.</li> <li>The adult will immediately wash their hands with sufficient soap and water after picking up faeces (or use a sanitizing gel).</li> </ul>	<ul style="list-style-type: none"> <li>The dog will be taken to the designated area regularly</li> <li>If this is in an area without this facility then hand sanitising gel will be provided as an interim measure</li> </ul>	SO'S  SO'S	As required  As required	
<b>Working Environment / No Go Areas</b>	<ul style="list-style-type: none"> <li>The school dog may find some areas in school too slippery to walk on.</li> </ul>	<ul style="list-style-type: none"> <li>Bella will not be allowed access to food preparation areas.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that a settle</li> </ul>	SO'S	As	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
	<ul style="list-style-type: none"> <li>Some areas of the school are not appropriate for a dog, i.e food preparation areas, the dining room etc</li> </ul>	<ul style="list-style-type: none"> <li>If she was to attend an assembly in the hall then she would have her settle mat to lie on.</li> </ul>	mat is always available		required	

<b>DATE OF REVIEW:</b> March 2020	<b>COMMENTS:</b>
<b>DATE OF REVIEW:</b>	<b>COMMENTS:</b>
<b>DATE OF REVIEW:</b>	<b>COMMENTS:</b>