ST HUGH'S
OXFORDSHIRE

SHS T05 - Dogs at School Policy

Purpose of this policy
The Health & Safety at Work Act 1974 states that all employers have a duty of care to make their workplace safe for their employees and the public. Bringing dogs to School introduces potential risk and may not be welcome by other members of staff. Please see the associated Risk Assessment for Dogs.

Staff Dogs are permitted in the School under the following circumstances
- In offices where the owner works
- Residential properties
- Visiting for events

Guidance
The following must be confirmed in writing by the owner
- Dogs must be properly licensed and vaccinated.
- Dogs are to be kept on leads at all times when on school grounds.
- All dogs must be supervised and cannot be left in school while the owner is not present. Dogs must stay with their owner or designated watcher at all times. Employees dogs should be kept in an employee's office when the employee is working there. Dogs are not allowed in bathrooms, classrooms, break areas, or in meetings.
- Any behaviour, which threatens children, staff or visitors or interferes with normal working of the school, will be cause for a pet to be taken home (interference is in the eye of the beholder). Aggressive behaviour, such as growling, barking, chasing, or biting, is unacceptable and the pet will have to be removed on the first complaint.
- Employees with allergic reactions to dogs may ask the owner to refrain from bringing the dog to the workplace if the presence of the dogs makes it difficult for the allergic employee to work. Pets with evidence of fleas will be asked to go home until the problem has been alleviated.
- Owners are responsible for cleaning up after pets at all times. If a pet has more than one indoor "accident" they will be asked to go home. Employees are financially responsible for any damage or cleaning to School facilities, this includes damage from accidents, excessive pet hair and odour removal.
- Owners must maintain adequate liability insurance against dog mishaps.
- The School assumes no responsibility for any pet.

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Policy Number:	SHS T05
Owner:	Bursar
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