

Newcastle University
General Risk Assessment

Guidance on completing this form is provided on the Risk Assessment page of the OHSS website <https://newcastle.sharepoint.com/hub/orghas/Documents/Guidance-EssentialsofRiskAssessment.pdf>

Title of project or activity	Dogs for Welfare ('Pets At Work Scheme')
Manager / Responsible person	Gwyneth Doherty-Sneddon
School	Psychology
Date of assessment	06/06/19
Location of work	Ridley Building 1, floors 4 and 5

1.1: Brief description of project or activity
The scheme enables a member of School of Psychology staff to bring a pet dog to work. Other staff are able to drop in to visit the dog and join in with a lunchtime walk with the dog and their handler.

2.1: Details of hazards, risks and implemented controls
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Hazard 1	Dog-human aggression resulting in injury
Risks	Dog being startled e.g. by sudden noise or sudden movement and snapping or biting
Controls	<ul style="list-style-type: none"> • Behavioural assessment of dog that includes a questionnaire completed by the owner about the dog's behaviour in a range of settings and an assessment in the workplace that includes the dog's reaction to office-noises, to approach by a stranger and being touched by a stranger (conducted by Dr Lucy Asher, who works in animal behaviour and has an established protocol for assessing dogs to be used in veterinary training) • Acclimatisation period for the dog in the office setting to limit contact with others until the dog is settled and showing relaxed behaviour in the office environment • Owners informed of their liability for the dog and any damages resulting from the dog's behaviour. Owner to provide evidence of appropriate insurance cover for the dog and insurer informed of dog's presence in the workplace
Hazard 2	Distress to staff or students due to non-consensual contact with dog
Risks	Contact with dog triggers an allergic reaction or an exacerbation of anxiety in someone with dog phobia
Controls	<ul style="list-style-type: none"> • Dog's habitual resting place not to be within a 5 metre radius of someone with a dog allergy in an open-plan office space or in the same office where offices are not open plan. Contact with dander is the primary trigger for dog allergies and 5 metres has been established as a safe distance in the Pets At Work Scheme run by Purina, who worked in conjunction with a medical specialist. We have consulted with Purina (who have had pets at work since 2001) in developing our guidance. • Dog to follow a predetermined route into the building and only allowed in certain areas (must use the stairs in Ridley 1 to enter and leave the building, only allowed on the 5th floor corridor and designated offices (not in the kitchen area or computing room) • Sign-in book indicates dog's presence in the department and the room they are in • Sign on door indicates when the dog is in the office and indicates alternative contact information (phone extension number and e-mail address) for those who do not want to enter the office when the dog is present
Hazard 3	Dog causing disruption in working areas

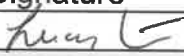
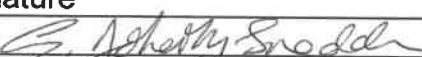
Risks	Dog barks causing a distraction; interruptions to work routine due to visiting the dog	
Controls	<ul style="list-style-type: none"> • Behavioural assessment to indicate dogs likely to settle well in the office environment • Acclimatisation period to enable dog to get used to the noises in the office environment. If dog continues to show disruptive barking, access to the scheme will be revoked • Having an identified individual that staff can report a complaint to. This can be done anonymously by leaving a note in their post tray. • Predetermined route into and out of the building to limit disruption of staff/students acknowledging the dog • Predetermined times when the dog can be visited (note that increased social contact between colleagues and contact with the dog for potential stress relief is one goal of the scheme, so this is not to be so limited that the scheme cannot achieve its aims) 	
Hazard 4	Hair and dirt in the office space brought in by the dog	
Risks	Dog comes in wet from the rain and causes an odour; sheds hair which requires more cleaning; dog fouls in office space or on the paths around campus	
Controls	<ul style="list-style-type: none"> • Only house-trained, mature (over 10months old) dogs allowed on the scheme • Owner to provide towel to dry the dog on wet days • Cleaning kit to be kept in room 5.20 to clean up any accidents swiftly • Owner to carry poo bags and adhere to appropriate bylaws pertaining to dog fouling 	
Hazard 5	Stress to the dog from too much contact with unfamiliar others	
Risks	Dog's welfare is compromised due to being in an unfamiliar place and being petted by unfamiliar people regularly; dog appears uncharacteristically lethargic, carries tail low, whines or whimpers or tries to hide	
Controls	<ul style="list-style-type: none"> • Limited hours of contact with the dog, outwith which the dog is able to express species-appropriate behaviours and rest without disruption • Behavioural assessment to identify dogs uncomfortable with physical contact or who do not have the required temperament to settle quietly in the office environment 	
Hazard 6	Damage to property resulting from dog's behaviour	
Risks	Dog chews, scratches or otherwise damages university or personal property (e.g. furniture, carpet, handbag)	
Controls	<ul style="list-style-type: none"> • Behavioural assessment of dog to note reactions to sounds and approaches from people to ascertain dog is comfortable in the working environment and unlikely to be triggered into a high arousal state that could lead to behaviour that damages property • Dog not left alone (apart from very brief periods – e.g. while owner goes to the toilet) • Acclimatisation period for the dog in the office to monitor their behaviour and ensure that they settle well and do not exhibit boredom-related chewing or nuisance behaviour • Owners informed of their liability for the dog and any damages resulting from the dog's behaviour. Owner to provide evidence of appropriate insurance cover for the dog and insurer informed of dog's presence in the workplace 	
2.2: Additional controls to be implemented		
Controls	•	dd/mm/yyyy y

2.3: Emergency procedures

In case of emergency evacuation of the building, the sign-in sheet will indicate the dog's presence in the building. The owner is responsible for evacuating the dog from the premises and must keep the dog on a short, non-extendable lead in corridors and during evacuation procedures.

The owner should identify a 'buddy' who is responsible for looking after the dog if an emergency calls them away from their desk. They must liaise with their buddy on any days the dog is coming in to work to ensure they are able to look after the dog if an emergency arises.

Owner provides an emergency contact who can collect the dog from the workplace if an emergency incapacitates their owner.

3.1: Assessor		
Name	Signature	Date
Lucy Robinson		10/06/19
3.2: Manager / Responsible person		
Name	Signature	Date
Gwyneth Doherty-Sneddon		10/06/19

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