



Staffordshire County Council - General Risk Assessment Record Form

Codsall Middle School

Assessor: Ruth Connolly, Sally Deas

School Dog - To assist with Learning of Pupils and Wellbeing for the School Community

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating - H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now - H, M, L? See Section 5
1. Bites & Scratches	Pupils, Staff, Visitors	<ul style="list-style-type: none"> <li>• The dog has been chosen for its temperament.</li> <li>• The dog will not be put in a situation where it could become excitable.</li> <li>• Pupils are regularly monitored to ensure their behaviour doesn't excite the dog.</li> <li>• Regular grooming of the dog to include clipping of claws as appropriate.</li> </ul>				

		<ul style="list-style-type: none"> <li>• Pupils, staff and visitors will have a choice of whether they want to interact with the dog</li> </ul>				
2. Disease & Infestation	Pupils, Staff, Visitors	<ul style="list-style-type: none"> <li>• The dog has been passed off as fit by the vets and has no disease, fleas or parasites.</li> <li>• Regular preventative measures - worming, fleas, tics will be administered.</li> </ul> <p>Annual health check at vets.                  Regular grooming to inspect for fleas and parasites.                  Regular cleaning is in place for areas where dog is allowed, including regular washing of bedding.                  Pupils and staff are instructed to wash their hands before and after contact.</p>				
3. Disposal of Animal Waste	Pupils, Staff, Visitors	<p>Appropriate gloves, scoops, waste bags and cleaning materials available and centrally stored.                  Animal Waste is double bagged and disposed of in specially provided and labelled bin.</p>				

4. Slips from Animal Waste	Pupils, Staff, Visitors	<p>Staff and Pupils are aware that any animal waste they identify must be reported to designated staff to be cleared up immediately.</p> <ul style="list-style-type: none"> <li>- Other animals/wildlife have access to the site.</li> </ul>				
5. Substances	Pupils, Staff, Visitors	<p>COSHH data sheets are in place for the relevant cleaning materials to clean up animal waste. Cleaning materials are stored out of the reach of pupils in RC's office.</p>				
6. Allergic Reactions	Pupils, Staff, Visitors	<p>Staff have been surveyed for allergic reactions to dogs (June 2023) Results to be displayed for RC to ensure views are considered at all times. Pupils to be assessed for possible allergic reactions to the dog. Parent communication to remain open as needed and Pupils timetables highlighted to ensure no access to Ted. Visitors will be notified about the school dog before they enter the building. Medical needs to be reviewed and information updated as required.</p>		<p>Dog Zone's to be highlighted as needed across the school site (highlighted map) Outside access used as much as possible and for prolonged intervention sessions. Highlighted pupils form rooms and</p>		

				<p>teacher rooms to remain dog free zones.</p> <p>No access to food areas (dining corridor/food room)</p> <p>Data collection sheet - amend to request dog allergies?</p>		
7. General		<p>A school policy is in place to identify the purposes and functions of the school dog and has been approved by the relevant people.</p> <p>Parents and new pupils are made aware of the school dog and the schools policy, risk assessment and FAQ's document is publicly available on the school website.</p> <p>The use of Ted as a resource at school will be reviewed on a regular basis, pupil voice, parent voice and staff opinions will be considered.</p> <p>Ted will have his own sign in card for the reception door - this will ensure that he is part of the fire</p>				

		procedures and located in the event of a fire drill - once signed in Ted will use the side gate as access.				
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Tick if any of the identified hazards relate to any of the following specific themes:

Hazardous substance	Manual handling	Display screen equipment	Fire	Work equipment/ machinery	Stress	Individual person such as young person, new expectant mother or service user
n/a	n/a	n/a	n/a	n/a	n/a	n/a

Risk rating: the risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority
Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain	No action or low priority action

Assessment:

Signature of assessor(s):	Signature of assessor(s):	Signature of line manager:
PRINT NAME:	PRINT NAME:	PRINT NAME:
Date assessed:	Date assessed:	Review date:

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**Communication and Review:**

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.