

Considerations for Assistance Animals on Campus

This considerations document is an aide-memoir to assist in the production of a risk assessment and should be carried out in consultation with all stake holders including the assistance dog owner.

Emergency/ evacuations	Does the individual require a Personal Emergency Evacuation Plan (PEEP)?	Contact H&S team to organise a PEEP: healthandsafety@swansea.ac.uk
	Appointed Fire Wardens are aware of an assistance dog in the area.	
	Procedure in place for dog familiarisation with emergency exit routes practice with employees and dog any new/ revised considerations built in.	Should cover scenarios when the person is both with and without the dog and will lay down procedures for the safety of both employee and assistance dog.
	In an emergency if person with assistance dog is taken to hospital and leaves dog.	Contact details for family or friend who has agreed to care for dog.
How big is the assistance dog?	Can the dog be a trip hazard? – think about lectures room/ office/ events/ social activities e.g. gym.	Review access routes/ work areas to ensure adequate access/ egress.
	Any reasonable adjustments in office arrangements e.g. seating plan?	Ensure there is adequate room for the dog to be near its handler and the person is suitably placed to carryout daily tasks and if possible draught free, suitable temp, away from machinery, light or noise that may disrupt the dog.
Have all staff e.g. academic staff, operational staff, staff who may have contact with	Any people with phobias?	How can you minimise contact between the dog and the person who is afraid? Mediation between dog's handler and the frightened employee could help reach a compromise (HR?)
	Any people with Allergies?	What type of allergy e.g. contact, air-borne, etc.

dog been spoken to?		How can you minimise contact between the dog and the person with an allergy?
	All staff aware of complaints procedure?	Objections may be made on religious grounds, these should be duly considered and managed locally with HR?
Have all students who may have contact with the dog been spoken to?	Any people with phobias?	How can you minimise contact between the dog and the person who is afraid? Mediation between dog's handler and the frightened Student could help reach a compromise (HR/ student services)
	Any people with Allergies?	What type of allergy e.g. contact, air-borne etc. How can you minimise contact between the dog and the person with an allergy?
	All students aware of complaints procedure.	
Have all consideration been looked at for course	Timetabling and location of lectures?	
	Clinical skills teaching	
	Clinical/ industry placement	
	Practical sessions e.g. labs, field work	Do you need to provide an assistance if the owner feels the location is not suitable for the dog?
	Any international Travel?	
	Any special requirements for examinations?	
Will students be staying in residences?	Asking other students/ prospective students expected to share or likely to come into contact with the assistance dog to confirm they would not be adversely affected by the presence of the assistance animal.	
	Any additional adjustments e.g. toileting of dog.	<ul style="list-style-type: none"> Safe and appropriate access routes should be wide enough to allow the dog and the employee to walk together to toilet area and meet accessibility standards.

		<ul style="list-style-type: none"> Disposal facilities should be clarified, and arrangements made who will be responsible for disposal.
	Confirm whether animal will the animal be left in residences and if so, what additional support is required.	
	Is the proposed accommodation close to pathways and main building of study?	
Estates	Is there a designated area for dog exercise and toileting?	<ul style="list-style-type: none"> This can be on or off campus. Safe and appropriate access routes should be wide enough to allow the dog and the employee to walk together to toilet area and meet accessibility standards. Disposal facilities should be clarified, and arrangements made who will be responsible for disposal.
	Is there are requirement to clean up after dog e.g. assistance dog handler is registered blind?	<ul style="list-style-type: none"> Staff trained in cleaning and waste procedures for dealing with animal waste.
	Any adjustments required in student led learning environments e.g. computer room, library access, sports facilities?	
	Any adjustments made in staff offices e.g. relocating of desk and office organisation?	
	All applicable staff made aware of assistance dogs e.g. maintenance and cleaning staff	
Animal Welfare	Arrangements in place to ensure	Also see Estates for designated areas.

	<p>suitable wellbeing breaks as required for assistance animal.</p> <p>Provide appropriate time off for aspects such as dog training, vet visits and accommodating visits from assistance dog associations for staff and students.</p>	
Animals left unattended or in the care of others.	<p>Are there any situations when the assistance dog will need to be left with another member of staff?</p> <p>Will the owner need assistance to access the teaching practical/ use sports facilities, etc.</p>	This could be to use sports facilities, attending teaching practical's e.g. lab, clinical skills.