



TITLE		REF	VERSION
Animals and Assistance Dogs on College Property Procedure		CPPRO25	8
DEPARTMENT	Administration and Compliance		
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ANIMALS AND ASSISTANCE DOGS ON COLLEGE PROPERTY

Procedure Statement

This document sets out the College arrangements for staff, students and visitors bringing assistance dogs, support animals, and visiting animals into the workplace. It applies to all staff, students and visitors within the Activate Learning College Group (the College), its owned, leased, or controlled buildings and land (except public footpaths and rights of way). Animals are not permitted on college premises unless prior permission has been granted in accordance with this guidance, except where public footpaths or rights of way apply.

Introduction

Animals are considered under one of the following headings,

1. Assistance Animals

An assistance animal, typically an assistance dog, is specifically trained to assist a person with disabilities (e.g. guide dogs for visually impaired people, hearing dogs for deaf people). These animals are protected under the Equality Act 2010 and are permitted to accompany their owner in public places, including College premises, subject to reasonable adjustments and health and safety considerations. Proof of registration with an accredited assistance animal organisation must be provided. A list of organisations that are accepted by the college are listed in [Appendix 1](#)

2. Therapy Animals

A therapy animal provides comfort and support in therapeutic settings and is used as part of Animal Assisted Therapy (AAT) or Animal Assisted Intervention (AAI). Therapy animals are not recognised under UK law in the same way as assistance animals. On campus, they may only be present as part of an organised activity approved by the Regional Head of Student Experience, must have passed a temperament assessment, and must wear identifiable PAT vests or leads.

Information on PAT and assessment is detailed in [Appendix 1](#)

3. Emotional Support Animals and Pets

Emotional support animals and pets provide comfort to individuals but are not formally trained or recognised under UK law. There is no UK register for Emotional Support Animals or pet requests are not automatically permitted but may be considered on a case-by-case basis where there are clear and justified reasons for their presence and subject to compliance with all health and safety requirements. Given their inherent characteristics, including the lack of formal training or assessment, all Emotional Support or pet animal applications must be supported by a clear rationale and subject to careful assessment of risks, hygiene, and impact on staff and students. Approval will be granted only where the benefits clearly outweigh the risks and where all other policy requirements are met.

4. Visiting Animals – Visiting animals are brought onto college premises on a short-term, (usually one day) basis by external individuals or organisations for a pre-approved, specific, purpose (e.g. educational demonstrations or therapy sessions from a pet therapy organisation). They are not owned by staff or students and fall outside the usual categories in this policy. A simplified approval process applies:

The member of staff organising the visit must contact the Compliance Team and provide the following;

- a. documentation confirming the organisations or handler's credentials
- b. a risk assessment tailored to the activity

Approval will still be sought from the Group Director of Faculty and College.

All standard health, safety and animal welfare measures apply, including control of the animal at all times, insurance (if required), and hygiene protocols. Staff and students must be notified in advance, with the opportunity to raise confidential objections. The College may cancel or postpone the visit if safety cannot be ensured.

Health and Safety

The general duties in the Health and Safety at Work etc. Act 1974 **requires** employers to ensure the safety, health and welfare, so far as is reasonably practicable, of employees, and those not in employment. Furthermore, the Management of Health and Safety at Work Regulations 1999 require risks to be assessed and recorded, and arrangements for managing Health and Safety at Work to be in place.

The College recognises that although there may be positive aspects to having an animal in the workplace, there are negative aspects which must be considered.

- They may increase stress as others may find them intimidating or find the smell

offensive.

- Stalled or delayed evacuation of a building in an emergency
- Aggressive behaviour of animals
- Allergic reactions and transmission of disease
- Zoophobia (phobia of animals)
- Slips, trips, and falls
- Animal waste and damage to college property

Approval authority

- The decision to allow animals to be brought onto or kept on the College estate/premises rests with the Group Director of Faculty and College and their decision is final.
- Approval for animals to be brought onto the College estate/premises will only be granted if the disadvantages are outweighed by the benefits provided by the animal's presence.
- It will be dependent upon completion of the application as detailed in this guide, which identifies that the animal presents an acceptable risk to third parties and the College; and that compliance with local procedures will be achieved and always maintained.
- Activate Learning reserves the right to cancel or decline an application or permit card at any time for any reason, which may not be disclosed to the applicant or permit card holder

Approval considerations

1. The implications

- The purpose of the animal being onsite and the type of animal
- The area where the animal will reside during time on campus
- Hygiene and the disposal of faecal matter and other waste (arrangements must be in place prior to approval. Advice on the management of animal waste can be found on the Environment Agency web site (for England & Wales); and legislation at www.gov.uk/browse/business)
- Noise nuisance and distractions
- Restraint (particularly near traffic routes)
- Procedure in an emergency (will the animal be an obstacle in an evacuation)
- If the owner is a critical staff member and may need to leave the animal unattended (first aider, fire warden, Safeguarding staff etc.)
- The contact level with other staff members and students.

- Proof should be shown of training by a recognised organisation for assistance dogs or temperament assessment from PetsAsTherapy.org

2. Objections from colleagues

- Approval will not be granted or rescinded (except for assistance animals), where valid objections exist (e.g., an allergy, phobia, or religious belief) to the animal's presence in the work area.
- All College staff have the right to state their objection to an animal's presence in the area where they work or have cause to visit regularly. Objections will be entirely confidential and will not be shared with the applicant.
- Colleagues who share the workspace should be consulted prior to an application being approved and an animal being brought into the workspace. Applications should only be approved if there are no valid objections (unless objections are overruled by requirement to meet a legal obligation, such as an assistance animal.) and it meets all other criteria.
- Objections from staff and fellow classmates must also be considered if a student applies to bring an emotional support animal to campus.
- The College will ensure that all objections are handled confidentially and that objectors are not identified to the applicant, in line with data protection and equality considerations.

3. Cleaning

- By applying to bring an animal into the workplace (including Residential accommodation), the applicant agrees to meet the cost of a deep clean where significant contamination or hygiene concerns arise as a result of the animal's presence, as determined by the College.

4. Public Liability

- Persons bringing animals onto the College estate/premises may be held liable for any injury to personnel or visitors, or damage caused to the premises or facilities by their animal; so therefore, appropriate Public Liability insurance cover is required, with a minimum cover of £2M
- **Most pet insurance policies that include liability cover, will not provide cover if the animal is taken into work or into an educational establishment. In this case additional public liability cover must be acquired.**
- Activate Learning is not responsible for any damage caused to person or property by an animal brought onto site.

5. Staff living on site

- Staff living on site may be permitted to keep animals within their private residence subject to application approval.
- If the staff members want to take their animal into the workplace they will be required to apply and gain approval, as detailed in this guide. This includes housing the animals at the kennels at Merrist Wood during working hours.
- The occupier will be expected to 'deep clean' the property before vacating it and handing it back to the Campus Property & Environment Manager. Failure to do so may result in the cost being deducted from their salary.

Roles and responsibilities

1. Group Director of Faculty and College

- Will review the application and make their decision based on the approval criteria.
- Will ensure that animal waste facilities are put in place prior to approval.
- Will arrange the contact of the classmates of a student applicant to obtain any objections
- Will ensure that any incidence of non-compliance is dealt with and then reported to the Compliance Team to log on file.
- Where a new staff member joins a workspace shared with an approved animal, the Director or the line manager will inform the Compliance Team promptly, so that the new colleague can be consulted and any objections to the animal's presence can be considered.

2. All Staff

- All College staff have the right to state their objection to an animal's presence in the area where they work or have cause to visit on a regular basis. Objections should be recorded during the application process.
- Staff have the right to rescind their approval at any time by contacting the Compliance Team.

3. All Students

- All College students have the right to state their objection to an animal's presence in the area where they work or have cause to visit on a regular basis.

- Students have the right to rescind their approval at any time by contacting the Compliance Team.

4. The Compliance Team

- Will obtain parental consent before approval, if the applicant is a student who is under the age of 18 as of 31 August.
 - Will submit the application to the Group Director of Faculty and Campus
 - Will record the application and associated paperwork on the Animal Permit Register
- Will contact the staff colleagues of the applicant to obtain any objections
 - Will contact the Advice and Admissions teams to order the permit card

5. The Health and Safety Team

- Will review and approve the risk assessment submitted by the applicant

6. The Applicant

- Will provide all requested paperwork as detailed in the application process
 - Will ensure that the Pet Permit card is carried at all times and shown when asked or return home with the animal to collect it.
 - Will keep the animal under control at all times, either restrained by a short leash/lead when moving around campus, secured in the kennels at Merrist Wood or secured in a crate/pet carrier when inside. **Animals are not to roam freely or have the ability to approach staff, students or visitors. Animals are not to be kept in public facing or reception areas.**
 - Will ensure that if the animal is present on campus for the purposes of teaching, that this has been stipulated in the Scheme of Learning and specifically relevant to the curriculum.
 - Will ensure the immediate and proper disposal of animal waste
 - Will remain responsible at all times for the animal and are liable for injury or damage caused by the animal
 - Will ensure that the animal is wearing a collar or harness with an identity tag, as detailed in the Animal Health Act 1981 when moving around campus. These should be removed for safety when the animal is crated.
 - Will ensure that a sign is placed on the door to the office/room informing visitors of the presence of the animal.
- Will not leave the animal unattended unless they are securely crated.

Failure to adhere to the above may result in approval being rescinded and disciplinary action.

7. Advice and Admissions

- Will create the Animal Permit card which the owner should always keep with them.

The Application Process

1. The applicant is to complete the [Animal Permit Request app](#) and attach the requested information.
 - Vaccination certificate
 - Risk Assessment (refer to guidance is [Appendix 2](#))
 - Proof of assessment by PetsAsTherapy.org or ADUK identification details if the animal is an assistance dog or therapy animal.
 - Pet Insurance certificate
 - Evidence of Public Liability Insurance
 - Recent clear photograph of the animal (to be used on the permit card)
2. The application and attached information is checked by the Compliance Team for accuracy and recorded on the Animal Permit Register. If information is not clear or not included, the Compliance Team will contact the applicant.
3. The Compliance Team will contact the Manager of the applicant to provide names of the colleagues who share the workspace, and the Compliance Team will contact them by email to inform them of the application and to obtain any objections.
4. The application is forwarded to the Director of Faculty and Campus who will review and make their decision.
5. If the application is rejected by the Director of Faculty and Campus, the Compliance Team will notify the applicant and record the decision on the Animal Permit Register. The applicant may not be informed of the reasons why. This is to ensure the confidentiality of team members that objected. If rejected, the applicant cannot apply again for the same animal. The information submitted will be kept and used to cross reference if the applicant attempts to apply again with different criteria. There is no option to appeal and a second application for the same animal will not be considered.

6. If the application is accepted by the Director of Faculty and Campus, the Compliance Team will notify the applicant, record on the Animal Permit Register that the approval is pending paperwork approval and ensure that the risk assessment is approved by Health and Safety.
7. When the paperwork is approved the Compliance Team will notify the Advice and Admissions department on the campus to create the Animal Permit card, using the photograph of the animal provided at application. The applicant will be told to go and collect the permit, prior to bringing the animal onto campus. The permit must be shown when requested and if it cannot be provided the applicant must return home with the animal to collect it.
8. The expiry date of the Animal Permit Card will be whichever occurs first: the expiry date of the animal insurance or public liability insurance, or a specific expiry date agreed and set by the Director at the time of approval..
9. The Compliance Team will notify the permit holder 30 days before their permit is due to expire, so they can submit a new application or provide updated documentation as required.
10. Where less than one year has elapsed since the original application was submitted and the earlier of the animal insurance or public liability insurance has expired, the permit holder may provide the updated document(s) for review without submitting a full new application. After one year of holding a permit, any renewal will require a full re-application as originally set out in this policy.

Related Documents

- The following documents relate to this Procedure:
 - [College H&S \(Health & Safety\) Policy](#)
 - [College Site Wide Risk Assessment](#)
 - [Safeguarding Policy](#)
 - [Equality and Diversity Policy](#)

Appendix 1

Assistance Animals

College staff with a disability who utilise an assistance animal (or one in training) shall register their ADUK Identification details (or similar) in advance with the Compliance Team, who will then make other departments aware if required.

Students are to register their assistance dog (their ADUK Identification details or Trainers details) with the Compliance Team, who will then make other departments aware if required.

Assistance dogs must:

- Be trained by a member of Assistance Dogs UK (AD(UK)), a coalition of assistance dog organisations listed below, Assistance Dogs International (ADI) and The International Guide Dog Foundation (IGDF), a registered trainer or an equivalent organisation in another country.
- have a formal identification in the form of branded jackets or lead slips.
- If trained by ADUK then have the yellow ID booklet from the AD(UK) member organisation. This ID book contains information about the owner and their dog, details of the training organisation who trained the dog and its owner.

Registered charities that form AD (UK), include:

- Canine Partners
- Dog A.I.D.
- Dogs for the Disabled
- Guide Dogs
- Hearing Dogs for Deaf People
- Medical Detection Dogs
- Support Dog
- The seeing Dog Alliance
- Others that are listed on ADUK website

Therapy Animals

College staff who own an animal that they wish to bring onto campus to be used as a therapy animal for the benefit of other staff and students, must ensure that the animal has been temperament assessed by [PetsAsTherapy.org](https://www.petsastherapy.org).

The animal must be identifiable on campus by wearing a PAT vest or lead slip.

Therapy dogs are only permitted on campus as part of an organised activity arranged by the Regional Head of Student Experience (alongside completing the application process).

Appendix 2

Risk Assessment

- The main risks associated with keeping animals in the workplace are physical injury due to bites, scratches, kicking or crushing and infection or infestation from micro-organisms or parasites; and asthmatic or allergic reactions. Some people have phobias about particular kinds of animals, and many veterinary products are hazardous to human health; therefore, a risk assessment should be completed by the applicant for each application for an animal to be allowed to be brought onto the College estate.
1. Points that must be considered when conducting an animal risk assessment are:
- emergency evacuations (how will animals be evacuated without causing a hazard to others evacuating the area);
 - what hazards does the animal present (e.g., tripping, bites, scratches, transmission of diseases);
 - by what routes can any micro-organisms be transmitted to humans, e.g., hand to mouth contact, bites, scratches, or through the air;
 - all animals are regarded as potential sources of infection or infestation (where practicable, proof of vaccination, worming, flea treatment etc. shall be required);
 - how many and who is exposed, does anyone have allergies or phobias;
 - the areas the owner/handler is likely to visit during their duties;
 - the people likely to visit the area where the animal is normally based;
 - are there any new or expectant mothers working in the area;
 - do students visit/pass through the area;
 - what other animals may be present (are they territorial);
 - vehicle movements;
 - equipment/machinery;
 - animal welfare and the storage of food

