

**When completed a copy of this form must be sent to your Headteacher/Line Manager**

<b>Location or Address:</b> MOSSLANDS SCHOOL	<b>Date assessment undertaken:</b> 20 <sup>th</sup> JULY 2011	<b>Assessment undertaken by:</b> CHRIS KEMP
<b>Activity or Situation:</b> GUIDE DOG PUPPY IN FARADAY HOUSE OFFICE	<b>Review Date:</b>	<b>Signature:</b>

(1) Hazard	Risk	(2) Who might be harmed and how?	(3) What controls exist to reduce risk?	(4) What action can be taken to further reduce risk?
(A) Dog excrement & urine		Staff and pupils- Illness, slips and falls	Dog will be wormed, vaccinated and kept free of fleas, ticks etc Any excrement or urine will be cleaned up immediately and thoroughly and disposed of responsibly and hygienically. Hand washing facilities next to House Office. A bag containing poo bags/ plastic bags, kitchen roll, antibacterial spray, rubber gloves etc will be carried by member of staff walking dog.	Fenced off concrete area, with notices displayed (Dog exercise/toilet area) at rear of school. Out of bounds to pupils. This area will be regularly cleaned with an anti-bacterial cleaner. Any excrement to be removed immediately and disposed of responsibly and hygienically. Dog will be exercised on public field next to school when able. (Wirral Borough Council dog waste bins available here.)

- (1) List hazards **something with the potential to cause harm** here:  
Seek to quantify the level of risk **the likelihood of harm arising** based on the number of persons affected, how often they are exposed to the hazard and the severity of any consequence.
- (2) List groups of people who are especially at risk from the significant hazards which you have identified:
- (3) List existing controls here or note where the information may be found:
- (4) List the risks which are not adequately controlled and the action you will take. Have regard for the level of risk, the cost of any action and the benefit you expect to gain:

(B) Allergic reaction to dog		Staff and pupils- allergic reaction	<p>Letter being sent out to parents and staff so that any problems raised can be dealt with before installation of the dog.</p> <p>Dog kept clean and groomed.</p> <p>Dog bed in cage/crate in office and baby gate on office door to ensure no accidental contamination.</p> <p>Signs outside office warning of dog presence and procedures.</p> <p>Office to be kept well ventilated.</p> <p>Dog bedding and equipment washed and kept to a high standard.</p> <p>Regular vacuuming and cleaning of office carpet undertaken by Chris Kemp.</p> <p>Aprons provided for pupils handling the dog if required.</p> <p>Lint rollers provided to remove dog hair from clothes.</p> <p>Hand washing facilities next to House Office.</p> <p>First Aid kit in House Office.</p> <p>First aiders close by, in D.T. dept.</p>	<p>Dog walker to wear high visibility tabard when walking dog on school property during school hours to warn of dog's presence.</p> <p>Notices up, to advise of the area the dog may be encountered, so that this can be avoided if necessary.</p>
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(C) Scratches, dog bite.		Staff and pupils – scratches, bites.	<p>Guide dogs are bred to be sociable and good natured.</p> <p>There will be no unsupervised contact with pupils.</p> <p>Dog bed in cage/crate in office and baby gate on office door to ensure no accidental encounters.</p> <p>Dog will be closely supervised and kept under control on a lead when out of the House Office.</p> <p>Pupils and staff will all be made aware of the procedures and etiquette on meeting and handling the dog, which will always be under supervision, to ensure any risk is completely minimised.</p> <p>First Aid kit in House Office.</p> <p>First aiders close by, in D.T. dept.</p> <p>Hand washing facilities next to House Office.</p>	
(D) Noise, barking		Pupils who cannot cope with noise (e.g. some Autistic children)	<p>Guide dogs are bred to be sociable and good natured.</p> <p>As the dog will be introduced to the school at an early age and become acclimatised to a noisy environment the risk of barking will be greatly minimised.</p>	Dog could be removed from the situation that is causing it to bark.

(E) Fire drill, evacuation of dog		Dog, locked in office	Keys to be held by House Office staff and staff in DT classrooms next door PB, KR, HA.	Dog will be under the supervision of a member of staff all of the time.
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## RISK RATING

### a SEVERITY

- 5 Dying or being permanently disabled
- 4 Serious injury/long-term illness
- 3 Temporary disability/3 days off sick
- 2 Will need medical attention
- 1 Minor injury eg bruise, graze

### b LIKELIHOOD

- 5 Will almost certainly happen
- 4 Highly likely to happen
- 3 Not so likely
- 2 Even less likely
- 1 Unlikely to happen at all

### c FINAL SCORE RATING: WHAT NEEDS TO BE DONE

- 16–25 Stop! Do not start activity again until risk is controlled
- 10-15 High risk level, High priority. Take action straight away to control the risk
- 6-9 Medium risk level. Tighten up controls and make a plan to do something about risk
- 3-5 Fairly low risk level. Low priority but keep possible action in mind.
- 1-2 Low or trivial risk. No further action required.

**So:  $a \times b = c$**

### ACTION PLAN

Action Required	Responsible Person	Date for Completion
Letter to be sent to staff and parents Equipment to be purchased/gathered. Exercise/ toilet area to be fenced Notices, instructions, guidelines to be prepared.	Mrs C Kemp Mrs A Morgan	ASAP, before arrival of puppy.

### Ratio:

### Qualifications:

Current First Aid  
Approved Minibus Driver  
Relevant National Governing Award or 'Signed Off'  
See H005/02 – Safety in Outdoor Education  
See H004/02 – Educational Visits, Overnight Stays and Hazardous Activities

### Additional Notes:

- Accidents to young people, including several fatalities, highlight the need for great care in or near water. Particularly hazardous (and not allowed) is the unplanned entry into water by, for instance, a walking group on a hot day.
- Each excursion must be risk assessed on an individual basis and not to rely on 'last year's' details. Recent accidents have occurred to parties led by staff that have run incident free activities for many years.
- The risk assessment process is most important; the final assessment on paper should only be a record that reflects that process. Always have a 'PLAN B' which is risk assessed.
- Careful planning is required for supervision during 'downtime'.