**Animals on Campus Policy**

| **Document title:** Animals on Campus Policy | | | | |
| --- | --- | --- | --- | --- |
| Version no: | 1 | Policy owner: | Executive Dierctor of Human Resources | |
| Superseded version: |  | Author role title: | Senior Health and Safety Adviser | |
| Approval date: | February 2024 | Approved by: | UET | |
| Effective date: | March 2024 | Review date: | May 2025 | |
| Dissemination on MyCompliance |  | Adopted by subsidiary: | TU London |  |
| TU Online |  |
| TU Enterprise & Innovation |  |

**Animals on Campus Policy**

1. Introduction
   1. The purpose of this policy is to provide information on the requirements for staff, students and visitors who wish to bring an animal into Teesside University Campus buildings, to ensure a safe environment for all students, staff and visitors including animals
   2. The University aims to ensure that careful regard is given to the concerns of staff, students and visitors who may not wish to come into close contact with animals for whatever reason

1.3 Teesside University prohibits individuals from bringing animals inside any University owned, leased, or controlled buildings, vehicles or structures without prior consent. This includes student accommodation.

The main hazards and concerns associated with having animals in University premises are:

* Stalled evacuation of a building in an emergency situation
* Aggressive behaviour of animals
* Allergic reactions and transmission of disease
* Zoophobia (phobia of animals that causes distress or dysfunction in an individual's everyday life)
* Slips, trips and falls
* Animal waste
* Damage to University property

It is acknowledged that these hazards also apply to University grounds, albeit to a lesser extent.

2.Statement of Intent

2.1 It is the University’s position that, subject to the limited exceptions, animals are not allowed into its workplaces or residential accommodation, also:

• Animals must not be left in parked vehicles on campus

• Animals must not be brought onto campuses or tied up outside University buildings

• Animals are not permitted off the leash on campus, including on our playing fields and are not permitted in Teesside University sports facilities without prior consent

2.2 Before permitting animals onto campus the approval procedure identified in this policy must be followed which includes completing a registration form, preparation of a risk assessment and completion of a code of conduct agreement. Public Liability Insurance must be held by the owner of the animal. Final approval is given in all circumstances by the Health and Safety Team.

3.Responsibilities

3.1 The Health and Safety Team have the final approval for all animals on campus requests.

3.2 Student and Library Services are responsible for supporting with initial enquiries from students with animal on campus requests

3.3 Department Line managers are responsible for animal on campus staff requests and ensuring the requirements of this policy are in place

3.4 Schools and Departments are responsible for ensuring adherence to the risk assessment controls in place and the implementation of any restrictions determined by the process and also to report any issues with the animal access or behaviour.

4.Definitions

4.1 **Assistance Dogs**

Assistance Dogs are trained to perform specific tasks to help a disabled person and are usually qualified by one of the charitable organisations registered as members of Assistance Dogs UK, having undergone a specific and thorough training programme.

There are several assistance dog organisations that can provide training, these include but are not limited to:

* Autism Dogs
* Canine Partners
* Dog A.I.D.
* Dogs for the Disabled
* Dogs for Good
* Guide Dogs
* Hearing Dogs for Deaf People
* Medical Detection Dogs

Under the Equalities Act, an appropriately verified Assistance Dogs is “legally permitted to accompany its client, owner, or partner, at all times and in all places, within the United Kingdom.

4.2 **Therapy Animals**

A therapy animal is prescribed to an individual by a healthcare or mental health professional as part of a treatment for a person who has a mental or physical need. They will have been assessed to be suitable by a qualifying organisation such as “Pets as Therapy”, but do not have any special training to assist people with disabilities. A Therapy animal does not assist a person with a disability in daily living, so would not necessarily be required to accompany the person to lectures or other learning sessions.

Owners of therapy animals such as emotional support animals are not entitled to public access rights in the UK under the grounds of “reasonable adjustments” that apply to assistance dogs.

Requests for therapy animals to accompany students or staff on campus may be made by following the procedure in section 6 below. All permissions will be subject to final approval by the Health and Safety Team.

4.3 **Other Animals**

It is accepted that requests may be made for other animals on campus such as Working dogs (police dogs, paramedic dogs) or animals used in events for display purposes such as small caged/contained animals and requests in these instances should be made direct to the Health and Safety Team.

5.Policy Requirements

5.1 Assistance Dogs (guide dogs, hearing dogs, service dogs) are allowed into University buildings under the control of their owner. University members with a disability who utilise an assistance animal or one in training shall register in advance with:

1. Student and Library Services (students – general campus buildings)
2. Campus Services Accommodation Team (students – student accommodation)
3. the Equality and Diversity Adviser (Staff)

Assistance Dogs must:

* Be trained by an accredited training provider to behave appropriately in public
* Have safe and reliable temperaments
* Be healthy and not constitute a hygiene risk
* Be fully toilet trained
* Be regularly checked by experienced veterinarians
* Be accompanied by a handler who has been trained how to work alongside their assistance dog
* Have a formal identification in the form of branded jackets or lead slips
* Have supporting paperwork that contains information about the owner and
* their dog, details of the training organisation who trained the dog and its owner

Members of the university community must not:

• Touch or feed an assistance animal, unless invited to do so by their user.

• Deliberately distract or startle an assistance animal; or

• Separate or attempt to separate an assistance animal from the person using the animal’s service.

5.2 **Access Restrictions**

Assistance dog owners must respect access restrictions established by the University on grounds of health and safety and some areas such as Laboratories, workshops and other shared spaces may be restricted for access. Owners must ensure that assistance dogs do not enter staff and students’ privately assigned spaces, such as bedrooms and flats within residences, without permission.

5.3 **Animal Misbehaviour**

Preventing and correcting assistance dog’s misbehaviour is the owner’s responsibility. Owners must make sure that their assistance dogs do not cause harm or injury to others or damage to University property.

5.4 **Cleanliness**

Registered blind people are not required to clean up after their guide dogs but they are expected to have received the appropriate training to avoid dog waste on campus. Assistance dog users share responsibility for the clean-up of the animal’s waste, consistent with reasonable capacity. In the event of a waste accident the owner must report this to the Campus Services Helpdesk who will make arrangements for the area to be cleaned and sanitised.

5.5  **Animal Care and Supervision**

It is the owner’s responsibility to:

* Ensure regular health checks, vaccination and an adequate standard of grooming.
* Ensure the assistance dog has its requirements in relation to feeding, watering and toileting fully met.
* Ensure that the assistance dog is kept on a lead at all times when walking around University grounds or safely harnessed when unsupervised for short periods of time
* Owners of assistance dogs wishing to bring them onto University premises are still required to comply with the following procedure before permission will be granted:

6.Procedure

6.1 Students – Access to University buildings: Students must complete the Registration form (Appendix 1) and submit this to their Disability Coordinator who will then liaise with the School to prepare a risk assessment and then submit this to Health and Safety.

6.2 Students – Accommodation access: Must complete the Registration from and submit this to Campus Services Accommodation Team who will prepare a risk assessment in collaboration with the student and then submit this to the Health and Safety Team.

6.3 Staff: Must complete the Registration from and submit this to their Line Manager, who must support with the preparation of a risk assessment and submit this to the Health and Safety Team.

6.4 Visitors: Requests for animals on campus including working animals and animals for display purposes, must be submitted in writing to the Health and Safety Team who will advise of any processes to be followed.

6.5 All documentary evidence such as animal vaccinations, training certifications, Public Liability Insurance must be available upon request and may be required to be forwarded to the Health and Safety Team.

6.6 Medical evidence must only be retained only by Student and Library Services, Campus Services Accommodation Team and the Line Manager (as appropriate to the application process) in order to comply with GDPR requirements.

6.7 Requests must be submitted at least 4 weeks prior to required access except in exceptional circumstances.

6.8 Approved applications are valid for one year and it should not be assumed that approval in a prior year would automatically be approved in subsequent requests.

7.Termination of Permission

7.1 The University may terminate approval given to an animal at any time and without notice if termination is considered appropriate.

**Appendix 1**

**Registration Form for Assistance/Therapy/Other Animal**

The animal handler/owner should complete all information. For assistance with completing the form

- Students should contact their Disability Co-ordinator (or Campus Services Accommodation if relevant)

- Staff should contact their Line Manager or Health and Safety

|  |  |
| --- | --- |
| Animal Owner/Handler  Name |  |
| Address  Postcode |  |
| Email Address |  |
| Contact Number |  |
| School/Department |  |
| Course |  |
| Student accommodation (if applicable) |  |
| Type of Animal  Assistance/therapy/other  Reason for request  (medical evidence will be required to be shared with the Disability Coordinator or Accommodation Team as appropriate) |  |
| Species (ie/ dog/cat)  Breed  Colour  All dogs identifying as specially controlled dogs as per the Dangerous Dogs Act will be refused permission |  |
| My animal has the following (Y/N as appropriate)  Public Liability Insurance  Vaccination certificates  Training certification  Worming treatments  Flea treatments  (You may be required to provide copies of these) | Comments if N indicated |
| Vet details – address/phone |  |
| Animal is toilet trained  Y/N | Comments if N indicated |
| Training organisation of animal and registration number – where appropriate |  |
| Buildings where access required – complete for all areas you wish to access  (some areas may be restricted due to hazards/risks) |  |
| When is access required |  |

I understand completion of this form does not guarantee approval and I will also need to complete a code of conduct agreement upon approval.

Signature:

Date:

SLS/School/Accommodation Team Use Only:

|  |  |
| --- | --- |
| SLS - Have the School been advised of the request? | Y/N – comment if N |
| SLS/Accom/School  Has a risk assessment been completed? | Y/N – Share with H & S |
| SLS/Accom/School  Are all hazards mitigated? Y/N | Y-N – comment if N |
| Has all documentation been reviewed and copies provided where needed? | Y/N – comment if N |
| Accom/School – Have other users of area been advised of the animal? | Y/N – comment if N |
| All – Has the risk assessment been shared with all affected parties? | Y/N – comment if N |

Staff Name/Signature: Date:

Forward completed form to Healthandsafety@tees.ac.uk

**Appendix 2**

**Code of Conduct Agreement**

**As the owner/handler of (state animal type/name) I agree to adhere to the following at all times:**

|  |  |  |
| --- | --- | --- |
| I have completed and had approved an animal registration form | Y/N | Comments |
| I understand the control measures on my animal risk assessment and will ensure these are complied with | Y/N | Comments |
| I will provide any certification/documents as requested | Y/N | Comments |
| I will ensure my animal wears appropriate leashing/harness at all times and remains under my control | Y/N | Comments |
| My animal will wear appropriate identification as an assistance/therapy animal | Y/N | Comments |
| My animal is house-trained, groomed and not carrying any infections including fleas | Y/N | Comments |
| I will be responsible for disposal of my animals waste on campus | Y/N | Comments |
| I understand my animal may not be allowed in labs, hazardous areas and any areas requiring PPE | Y/N | Comments |
| I accept liability and will be responsible for my animals behaviour and any damage whilst on campus | Y/N | Comments |
| I understand that permission may be withdrawn if my animal poses a danger to any other person such as attacking, biting or growling behaviours that may distress others | Y/N | Comments |

**Name: Signature:**

**Date:**

**This document is valid for one year from the date of approval of the animal being granted access to Campus.**

|  |
| --- |
| **For Health and Safety use only:**  **Date received:**  **Approved: Yes No**  **Further action required: Yes No**  **Comment:**  **Signed:** |