

Risk Assessment – Ralph

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The control measures listed below MUST be adapted by the area of service to reflect local practice. This guidance can be amended to record a risk assessment and be used to create a safe working procedure or used as the basis for a staff meeting/discussion.

Staff meetings and discussions should be minuted/notes taken to ensure evidence of compliance is available.

What are the hazards relating to this task	Who can be harmed?	What are you already doing?	Additional control measures to be implemented	Risk	Action needed	Date complete
A hazard is something with the potential to cause harm e.g. slip trip fall	e.g. staff, customers, visitors, volunteers, students on work experience, trespassers	Identify the control measures already in place and insert below:	Identify any additional controls to be implemented to reduce the risk. What action is necessary?	Likelihood x consequence = risk rate		
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 disposed of responsibly and hygienically. • Hand cleansing facilities made available close to where the dog will be housed. • A bag containing poo bags/plastic bags, kitchen roll, antibacterial spray, rubber gloves etc will be available. • Dog needs to be exercised regularly.		1 x 1 = 1		

Allergic Reaction to Dog	Staff and pupils – allergic reaction	• Communication with parents re possible pupil allergies • Dog to be kept clean and well groomed. • Dog bed in crate in offices. • Signs to be put up warning of dog presence and any expected procedures so visitor can be avoided if necessary • Offices to be kept well ventilated. • Dog bedding and equipment washed and kept to a high standard. • Regular vacuuming and cleaning of office. • Hand cleansing facilities and first aid kit should be located near office.	1 x 1 = 1		
Scratches, Dog Bites	Staff and pupils – scratches and bites	• The dog should be chosen and trained to be sociable and good natured. • There should be no unsupervised contact with the pupils. • Dog should be closely supervised by a named adult and kept under control when out of its base/crate. • Pupils and staff should 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 minimised. • The dog should be a breed that is very sociable and good natured and adequately trained	Scratch 3 x 2 = 6 Bite 4 x 1 = 4		
Noise, barking	Pupils who cannot cope with noise Disruption to lessons	• As the dog will be introduced to the school at an early age it will become acclimatised to a noisy environment so the risk of barking should be greatly minimised. Dog should be removed from the situation that is causing it to bark.	1 x 1 = 1		
Fire Drill, evacuation of dog	Dog	• A clear evacuation exit should be available for the dog and not left in a locked room. • Dog will be under the supervision of a member of staff at all times	1 x 1 = 1		

Review date	By Whom	Date shared with	Circulated to
Comments/amendments			

Likelihood			Consequence	
1	Very unlikely		1	Minor injury scratches bruises, no noticeable damage to property or insignificant effect on the environment
2	Unlikely		2	Moderate injury shock, superficial damage to property or minor damage to the environment.
3	Likely		3	Serious – Person injured causing loss of work or time away from school or damage to property which needs repairing or easily repairable damage to the environment
4	Very Likely		4	Significant – person taken to hospital or major damage to property or environment

Overall Score	Risk Factor
1	Very low
2	low
3-6	Moderate
8-12	High
16	Very High