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<https://www.gov.uk/government/groups/directorate-children-and-young-people>.

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LEAFLET 21 TO

PART 3 TO SHEF

MANUAL

DOGS IN THE WORKPLACE

GENERAL

1. Personnel employed by Service Children's Education are to comply with this Dog Policy which has been agreed by the Executive Board. The decision to allow dogs in the workplace is a command decision based on Risk Assessment. This policy does not apply to Dogs for the Blind or Hearing Dogs.
2. Dogs may not be brought into any SCE premises where children are required to visit, or attend, as part of daily business or where local Garrison/Station Orders forbid it. Dogs may not be routinely brought into other SCE premises unless permission to bring their dog into their workplace has been granted.
3. Prior to permission being granted, the dog owner must establish with all other personnel who are located in their area, through their Line Manager, whether the presence of their dog would cause distress. Once this agreement is established then a risk assessment must be conducted. Additionally, all owners of dogs brought into the workplace must be in possession of an up-to-date pet passport (or other evidence of vaccinations) as well as valid insurance (that covers damage to MOD property, accidents to people and biting).
4. There are 4 stages in the application to bring a pet dog into an SCE workplace:
 - a. Stage 1: Agreement is to be sought from personnel using the building, by the Line Manager, in total confidence. There must be no unresolved objections before moving on to the next stage.
 - b. Stage 2: A risk assessment is to be conducted and documented.
 - c. Stage 3: The application form at Annex A must be completed and presented for approval.
 - d. Stage 4: The dog must be entered on SCE's dog register for that particular building.

RISK ASSESSMENT

5. The Risk Assessment must be forwarded with all applications and establish:
 - a. Measures to be taken to prevent dog fights and dogs biting or attacking people. If such a history exists approval for that dog must be denied.

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- b. Measures to ensure that the animal does not cause an accident or slip or trip hazards anywhere in the workplace eg by not allowing them to roam in work areas or corridors etc
- c. That all dogs must be house-trained.
- d. That dogs must be under control at all times.
- e. Measures to be taken to prevent infection from dogs causing health problems to personnel.

The risk assessment must be made available to all personnel working in, or visiting, the area where the dog will be kept.

APPLICATION FORM

6. The application form (see Annex A) must be completed by the dog owner, with a copy of the risk assessment attached, be signed by the Line Manager then presented to the Senior Line Manager of the relevant building for approval. An up-to-date pet passport (or other evidence of vaccinations) and valid insurance must also be presented for checking.

DOG REGISTER

7. If approval to bring the dog into the workplace is granted the owner's and dog's details must be entered on the dog register. SCE's SHEF Advisor will be responsible for maintaining the register and for producing it at audit/inspection when requested. The register is to include the relevant dates of insurance and vaccinations validity.

8. It is the dog owners responsibility to ensure that evidence is produced annually to the SCE's SHEF Advisor that vaccinations have been kept up-to-date and insurance renewed at the relevant renewal dates so that the register can be maintained. Failure to do so will automatically make any approval to bring the dog into the workplace invalid.

ADDITIONAL POINTS

9. To facilitate the control of dogs the following also apply:
 - a. Owners may be required to pay for any incidental cleaning requirements, damage and repairs to building structure or furnishings caused by their dog.
 - b. Owners are responsible for cleaning up any dog waste left outside the building by their pets immediately. It must be collected and disposed of in a hygienic fashion. The owners of dogs that foul within the building may have their approval to bring the dog into the workplace permanently removed.

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- c. Owners must ensure that dogs are not allowed to run in buildings at any time or roam from the owner.
 - d. Owners are responsible for ensuring toys, bowls etc do not pose a slip/trip hazard and that any water spillage is attended to immediately.
 - e. Dogs must not enter kitchens, toilet areas or other offices.
 - f. Bitches must not be brought into the workplace while in season.
 - g. Owners are reminded that they are expressly forbidden from carrying pets in MOD vehicles.
 - h. All employees are encouraged to report any incidents, which do not comply with this policy, through their line management chain.
 - i. Owners are responsible for their dogs at all times.
10. Failure to comply with this policy and any associated risk assessments may result in the permission to bring a dog into the workplace being withdrawn.