Pets and Domestic Animals on Campus

Health and Safety Policy

(ref: QMUL_HS_176)
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Aims

Queen Mary University of London (QMUL) takes its responsibilities for the welfare of all staff and students seriously. The purpose of this policy is to protect staff, students and visitors from hazards associated with or caused by pets and domestic animals (i.e. risks in relation to sanitation, the potential carriage of disease and may pose an allergic risk to staff, students and visitors). Furthermore, this policy aims to outline arrangements made to provide a welcoming and safe environment for assistance dogs and their owners.

Scope

This policy applies to all QMUL campuses.

Responsibilities

Responsibilities for Human Resources and Disability and Dyslexia Service

The services above as far as is reasonably practicable:

- Must adequately communicate with other persons who are likely to come into contact with the assistance dog and identify any conditions that may cause an individual to be adversely affected by the presence of the dog.
- Must ensure the staff / student with an assistance dog are aware of this policy and their responsibilities.

Responsibilities of assistance dog owner

The owner as far as is reasonably practicable:

- Should request permission from the University to bring their dog onto campus at the earliest opportunity (refer to authorisation form on page 5 of this document).
- Should keep their dog on a lead at all times when walking around the campus.
- Should ensure that their dog does not cause injury or harm, ill health, offense, nuisance or distress to other members of the community.
- Should ensure that their dog does not cause damage or introduce parasites to the University premises.
- Should ensure that their dog is covered by full public liability insurance.
- Should ensure that their dog is not left in a vehicle or tied up outside university buildings.
- Should ensure that their dog does not foul areas of campus.
- Should ensure that their dog does not enter other students’ privately assigned areas without permission
- Should ensure that their dog is identifiable as an assistance dog.
- Should ensure that their dog is under their control at all times.

Definitions

‘Domestic animal’ is an animal of a species of vertebrates that has been domesticated by humans so as to live and breed in a tame condition and depend on humankind for survival.

‘Pet’ is an animal kept primarily for a person’s company or protection
‘Assistance dog’ is an animal that is trained by the Guide Dogs Association, Dogs for the Disabled, Support Dogs, Canine Partners for Independence or Hearing Dogs Association, for the benefit of a person with a disability, e.g. guide, hearing or signal dog. The animal is the responsibility of the assistance dog’s owner e.g. staff, student or visitor.

Under the Equality Act 2010 a person has a disability if:

1) They have a physical or mental impairment
2) The impairment has a substantial and long-term adverse effect on their ability to perform day-to-day activities.

Policy

Domestic animals / pets are strictly not allowed on QMUL buildings (including QMUL owned residential accommodation), with the following exceptions:

- Assistance dogs

Registered assistance dogs ([http://www.assistancedogs.org.uk/](http://www.assistancedogs.org.uk/)) are welcomed into University buildings under the control of their owner.

Where a member of staff requests to bring an assistance dog to work, this must be agreed by the Head of School/Institute/Directorate.

Where a student requests to bring an assistance dog to work, this must be agreed by the Disability and Dyslexia Service (DDS).

The University must be satisfied that:

- The requirement is legitimate (medical confirmation may be requested in some cases).
- Suitable accommodation is or can be made available where this is necessary.
- Consultation has taken place with other relevant stakeholders either for agreement or for awareness. This would include other residents, colleagues, other campus service providers and relevant Heads of School/Institute/Directorate.
- The assistance dog owner has been made aware of their responsibilities (see page 3 of this document) under which the assistance dog is permitted to be on site.

In addition, there will be limited, controlled and pre-notified access for animals belonging to charities, such as Pets as Therapy and for organised petting zoos. The Health and Safety Directorate should be consulted prior to this and a full written risk assessment should be provided. The risk assessment should take into consideration:

- Access to the venue – the animal/s will need to be let outside of buildings to pass waste.
- Provisions for the animal/s to have water and be fed if necessary.
- The animal/s may need an area to relax in case they become agitated
- Instances of aggression or violence from either parties
- Cleaning of the room should be arranged after the event
- Any medical conditions that could cause either party to become unwell
- Fire/emergency situations

**NB:** In addition, a copy of the charity’s risk assessment should be requested prior to the event.
Further Resources

http://www.assistancedogs.org.uk/ - Assistance Dogs UK

# Domestic Animals on Campus Authorisation Form

Please complete as appropriate

<table>
<thead>
<tr>
<th>Type of pet / domestic animal</th>
<th>Name of person wishing to bring pet / domestic animal onto campus</th>
<th>School / Institute / Directorate</th>
<th>Agreed by</th>
<th>Yes</th>
<th>No</th>
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<td>Disability and Dyslexia Services</td>
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<td>Accommodation Office (if staying in halls of residence)</td>
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<td>Head of School/Institute/Directorate</td>
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<tr>
<td>Member of staff requests to bring an assistance dog to work</td>
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<td>Head of School/Institute/Directorate</td>
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<td>Health and Safety Directorate notified</td>
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<td>Human Resources notified</td>
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<td>Member of staff requests to bring a domestic animal to work for event purposes</td>
<td>Type of animal</td>
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<td>Head of School/Institute/Directorate</td>
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<td>Health and Safety Directorate notified</td>
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**To be completed by the Head of School/Institute Directorate (staff) or DDS (student)**

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<th>Yes</th>
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1. The requirement is legitimate (It may be necessary to acquire medical confirmation in some cases).
2. Suitable accommodation for the pet / domestic animal is or can be made available where this is necessary.
3. Consultation has taken place with other relevant stakeholders either for agreement or for awareness. This would include other residents, colleagues, other Estates and relevant Heads of School/Institute/Directorate.
4. The assistance dog owner has been made aware of the responsibilities under which the assistance dog is permitted to be on site.
5. A suitable and sufficient risk assessment has been carried out and is attached to this authorisation.
6. Copy of the assistance dog owners public liability insurance – confirming assistance dog is covered at a place of work is attached to this authorisation.

**Days of week the domestic animal will be on campus**

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
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# Pets and Domestic Animals on Campus Policy

## Document Control

**Version 1**

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<tr>
<th>Author:</th>
<th>Megan Vagg</th>
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<tbody>
<tr>
<td>Position:</td>
<td>H&amp;S Adviser, Health and Safety Directorate</td>
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<tr>
<td>Approved by:</td>
<td>Rebecca Jones</td>
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<td>Position:</td>
<td>Head of Health and Safety</td>
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<td>Date of Issue:</td>
<td>November 2019</td>
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<td>Date of next Scheduled Review:</td>
<td>November 2022</td>
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<th>Details of changes</th>
<th>Changes made by</th>
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