



LEAFLET 63

**STAFFS' & VISITORS' ANIMALS IN THE
WORKPLACE**

AMENDMENT RECORD

Amd No	Date	Text Affected	Authority

REVISION NOTE

This leaflet follows a similar format to the Health and Safety Executive (HSE) Approved Code of Practice (ACoP) with guidance contained in boxes separating it from policy.

HISTORICAL RECORD

Original Leaflet introduced in December 2011

This policy has been equality and diversity impact assessed in accordance with Departmental policy. This resulted in a Part 1 screening only completed (no direct discrimination or adverse impact identified) This policy is due for review in December 2014

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Foreword

This JSP 375 leaflet is published under the authority of the Director of the Defence Safety & Environment Authority (DSEA) following consultation with departmental stakeholders and is to be applied across all areas of MOD and the Armed Forces to ensure compliance with legislation and/or MOD policy.

1. SCOPE

1.1 This Leaflet provides policy and guidance for all MOD staff (Service and civilian) on the health and safety management for the keeping or bringing of animals onto the MOD estate (except public footpaths) and MOD premises/vessels by staff or third parties (e.g. guide dogs or pet animals). This leaflet does not cover animals used in the management of MOD business (e.g. police/sniffer dogs, regimental mascots, ceremonial duties) or on working farms.

1.2 When used within this Leaflet, the term "Line Manager" refers to the person (Service or civilian) with direct responsibility for the safe conduct of the work activity. For military activities this will usually lie within the chain of command.

2. INTRODUCTION

2.1 There is no specific legislation relating to the keeping or bringing of pet animals into the workplace, although the Health and Safety at Work etc. Act does require the MOD to ensure the safety, health and welfare, so far as is reasonably practicable, of its staff and others.

2.2 The MOD recognises that there are both positive and negative aspects to having animals in the workplace. Some animals can make the workplace a more relaxed environment in which to work and provide companionship for staff working alone; however some people may find they increase stress, find them intimidating or find the smell offensive etc.

3. MOD POLICY

3.1 The MOD as a general principle does not support the bringing of pet animals into the workplace; where it is allowed, bringing them into the workplace is a privilege and staff must treat it as such.

3.2 Animals are not allowed to be brought onto the MOD estate/premises (with the exception of public footpaths/rights of way) unless permission to do so has been approved in accordance with this policy unless they are:

- an assistance animal accompanying a member of staff, for which an application for approval is pending; or
- an assistance animal accompanying a visitor; or
- an animal accompanying a visiting dignitary on official business.

3.3 In accordance with the Equality Act and MOD policy, reasonable adjustment shall be made and funded by the MOD to accommodate any request to bring assistance animals (guide dogs for the blind/hearing dogs for the deaf etc.) onto the MOD estate. Approval shall be granted for assistance animals and restrictions only applied where their presence poses a significant risk to health or safety (e.g. food preparation/storage areas).

3.4 The local policy decision to allow animals to be brought onto or kept on the MOD estate/premises (including clubs etc) rests with the CO/HoE. If animals are to be allowed, a local policy and rules shall be developed and promulgated which defines (but is not limited to):

- the types of animals allowed;
- areas where they are either allowed or prohibited;
- the rules and responsibilities that shall be adhered to by the animals owner/handler (including but not limited to):
 - owners prompt & correct disposal of animal faecal matter and other waste;
 - hygiene (including cleaning up of animal fluids);
 - noise nuisance;
 - distractions;
 - restraint (particularly near traffic routes) etc.;
 - emergencies (fire etc.).

- the procedures for the approval/rejection/renewal of applications to bring an animal onto the MOD estate;
- the rescinding of privilege to bring/keep an animal onto the MOD estate;
- the assessing and monitoring of animals approved to be on the MOD estate/premises;
- how such animals that are approved, are recorded on a unit/establishment register.

3.5 Suitable facilities/arrangements for the disposal of animal faecal matter and other animal waste (e.g. bedding) in accordance with the relevant host nation legislation shall be put in place before approval for animals to be brought onto the unit/establishment is granted and any costs incurred justified (e.g. to accommodate assistance animals).

3.6 Approval for pet animals to be brought onto the MOD estate/premises will only be granted if the disadvantages are outweighed by the benefits provided by the presence of the animal and that there is a nil cost to the MOD. Approval shall be dependent upon completion of a risk assessment (undertaken with authority above that of the applicant) that identifies that the animal presents an acceptable risk to third parties and the MOD and that compliance with local policy will be achieved and maintained at all times.

3.7 Approval will not be granted or if already granted, will be rescinded, if anyone has a valid objection to the animal's presence in the area where they work or have cause to visit on a regular basis (e.g. an allergy, phobia or religious belief).

3.8 Persons bringing animals onto the MOD estate/premises will be held liable for any injury to staff or visitors, or damage caused to the premises or facilities by their animal; therefore appropriate third party insurance cover is required.

4. ROLE & RESPONSIBILITIES

4.1 Commanding Officers/Heads of Establishment/ (CO/HoE)

4.1.1 The CO/HoE shall ensure that a local policy for animals on the MOD estate/premises is developed and promulgated; if animals are to be permitted onto the MOD estate/premises, all costs to the public purse shall be justified; and the following shall be put in place and maintained:

- animal waste disposal facilities;
- animal welfare facilities (drinking water, shelter, etc.);
- procedures defining the approvals etc. process;
- rules and responsibilities to be adhered to by the animals owner/handler;
- a register of animals approved to come onto the MOD estate/premises; and
- a process for monitoring/reporting compliance with local and MOD policy.

GUIDANCE

Advice on the management of animal waste can be found on the Environment Agency WEB site (for England & Wales); and legislation at www.businesslink.gov.uk.

4.2 Line Managers

4.2.1 Line managers are to ensure that staff within their area of responsibility are aware of the local policy and procedures, and that approval for an animal has been granted and recorded on the register prior to bringing it onto the MOD estate/premises (or applied for approval if an assistance animal).

4.2.2 Line managers shall ensure that members of staff who share the workplace are consulted prior to animals being brought into the workplace. On completion of the consultation and only if there are no valid objections (unless objections are overruled by requirement to meet a legal obligation), then all documentation (vaccination/worming certificates, liability insurance, etc) in support of an application for an animal to be brought onto the MOD estate shall be evaluated as part of a risk assessment (and subsequent reviews) and subject to approval in accordance with local policy and procedures.

4.3 All Staff

4.3.1 Staff have the right to state their objection (e.g. an allergy, phobia or religious grounds, smell, distrust) to an animal's presence in the area where they work or have cause to visit on a regular basis.

4.3.2 Pet and assistance animals must be appropriately inoculated and under the control of the owner at all times or restrained by a leash or secured in an appropriate animal compound, carrier, crate, cage, kennel or stable; they are not to be allowed to roam freely in offices, corridors, hangars, workshops etc. The owner is responsible for the care of their animal at all times and the immediate and proper disposal of faecal matter deposited by any animal brought by them onto the MOD estate (if the site does not have provision of appropriate waste removal then pet animals may not be brought on to site). Owners shall be held liable for any injury to staff or visitors, or damage caused to the premises or facilities by their animal; staff are therefore required to have appropriate third party insurance cover.

4.3.3 It is the responsibility of the owner to ensure that any legal requirements in the keeping of animals are met (e.g. The Animal Health Act and subsequent regulations requires dogs to wear a collar with the owner's name and address).

5. RISK ASSESSMENT

5.1 The main risks associated with keeping animals in the workplace are physical injury, by bites, scratches, kicking or crushing and infection or infestation from micro-organisms or parasites; and asthmatic or allergic reactions. Some people have phobias about particular kinds of animals and many veterinary products are hazardous to human health; therefore health and safety risk assessments (JSP 375 Volume 2 leaflet 39) and COSHH risk assessments (JSP 375 Volume 2 leaflet 5) shall be completed by a competent person for each application for an animal to be allowed to be kept or brought onto the MOD estate.

GUIDANCE

Information from the owner/handler may be necessary when completing the risk assessments as they will have knowledge of the character and requirements of the animal(s); however, they may underestimate the risks because of their familiarity with them and emotionally bias.

GUIDANCE

Some animals may be thought to be a negligible risk - domestic cats, dogs, etc. However, 'tame' or 'semi-tame' animals may still cause injuries - people may expect them to be safe and used to being handled, and the animals have less fear of people.

5.2 Points that must be considered when conducting an animal risk assessment are:

- emergency evacuations (how will animals be evacuated without causing a hazard to others evacuating the area);
- what hazards does the animal present (e.g. tripping, bites, scratches, transmission of diseases);
- by what routes can any micro-organisms be transmitted to humans, e.g. hand to mouth contact, bites, scratches, or through the air;
- all animals are regarded as potential sources of infection or infestation (where practicable, proof of vaccination, worming, flea treatment etc shall be required);
- how many and who is exposed, does anyone have allergies or phobias;
- the areas the owner/handler is likely to visit during the course of their duties;
- the people likely to visit the area where the animal is normally based;
- are there any new or expectant mothers working in the area;
- do children visit/pass through the area;
- what other animals may be present (are they territorial);
- vehicle movements;
- equipment/machinery;
- animal welfare (storage of food etc.).

6 RECORDS

6.1 All records including the unit/establishment register, risk assessments, etc. shall be kept in accordance with JSP 375, Volume 2, Leaflet 55.

7. RELATED DOCUMENTS**7.1 JSP 375 Volume 2:**

- Leaflet 1 – Emergency and Disaster Planning;
- Leaflet 5 – Management of Hazardous Substances;
- Leaflet 36 – New and Expectant Mothers;
- Leaflet 39 – Health and Safety Risk Assessment;

- Leaflet 55 – Retention of Records.

7.2 Legislation:

- Equality Act;
- Health and Safety at Work etc. Act;
- Management of Health and Safety at Work Regulations;
- Control of Substances Hazardous to Health Regulations;
- The Environmental Protection Act;
- Controlled Waste Regulations;
- Hazardous Waste Regulations;
- Special Waste Regulations;
- The Animal Health Act;
- Animal Welfare Act;
- Dangerous Dogs Act.

8 EXTERNAL ORGANISATIONS

8.1 Further information/guidance may be available from the following organisations:

- Equality and Human Rights Commission;
- Guide Dogs for the Blind Association;
- Hearing Dogs for Deaf People;
- Support Dogs;
- Dogs for the Disabled;
- Canine Partners;
- Pets as Therapy.