

Health & Safety Risk Assessment Record

Applicable to: The Whole School			Assessment date: July 2025	Review date: September 2026	
Process / Activity	Hazards identified	Persons at significant risk	Existing controls	Are existing controls adequate? Y/N	What additional controls are required?
Hygiene	Handling the animal	Staff and children	Establish procedures to ensure children and staff understand good hygiene habits around animals such as washing hands and avoiding the dog's mouth area. After handling the dog, make sure all who have had contact wash their hands. Have alcohol gel available at all times, carried by person accompanying him.	Yes	Scooby to be accompanied at all times when on the school premises.
Hygiene	Dog mess on school site	Staff and Children	Scooby to be taken for a walk before coming to site to minimise need to excrete on site. Scooby to be offered toileting on the green in front of the school, away from the children. Scooby will require a walk at break time and lunchtime. Any mess to be appropriately cleaned away; faeces in hazardous waste bin.	Yes	Dog poo bags to be in constant supply
Hygiene	Parasites	Staff and children	Scooby checked over regularly for parasites. Scooby will be kept clean and well groomed. His bedding will be regularly washed.	Yes	N/A
Hygiene	Contact with the dog when unwell	Staff and children	If Scooby is unwell, he will not visit the school. If Scooby is sick in school, the sick will be cleared up with paper towels, vomit absorber and disinfectant; gloves will be worn.	Yes	N/A
Allergy/ asthmatic reaction	Allergic reaction	Staff and children	All parents will be notified about the school dog and given the opportunity to advise the school of their child's allergies to or known fear of dogs. A list of any children/staff who should not interact with the dog will be kept on the school system medical records. Children/staff with allergies will be able to opt out of situations of interaction with the dog. Dog bedding regularly washed. Good hygiene routines and hand washing to be followed by all who come in contact with the dog see above. Scooby's attendance in school to be registered at front office. Sign on Mr Head & Mrs Scarce's door for days when Scooby is in residence.	Yes	
Dog Phobia	Anxiety caused by close proximity to dog-	Staff and children	Parental consent form to be issued for children to have close contact with Scooby where this is agreed. Visitors advised and the dog removed if necessary to a suitable alternative room. If an issue is pre-determined, the	Yes	Where there is an identified phobia/anxiety the dog is not banned from

	including those with religious beliefs that do not allow contact with dogs		dog will not come into school that day. Scooby is well-trained and well-socialised with people of all ages.		coming to school but every effort is made to segregate the dog from the people with phobias/ anxiety.
Scratched	Scooby overexcited in play or jumping up	Staff and children	<p>Scooby will be accompanied in public spaces by an adult that knows him well. He will never be allowed to roam around the school whilst the children are onsite. Scooby is well-trained and well-socialised with people of all ages. Children will not be left unsupervised with the Scooby. Staff and children will be taught how to approach the dog safely. Scooby will be supervised at all times he is in contact with children and staff. Handler to be sensitive and vigilant to the children's and dog's responses around each other.</p> <p>Children to only pat the dog when he is stood or sat still. Children and staff will be instructed not to feed Scooby. Mrs Scarce or Mr Head will have Scooby's specific treats that will be used as appropriate in the day. Children to be taught the rules of safe animal interaction. Rules to be reinforced by all staff. Scooby's claws will be kept trimmed. He will be kept on the lead whilst walking around the school grounds.</p>	Yes	<p>Scooby will be supervised at all times he is in contact with children and staff.</p> <p>Handler to be sensitive and vigilant to the children's and dog's responses around each other.</p>
Dog bite	Dog bites someone	Staff and children	<p>Handlers are trained in working with children and are familiar with Scooby. Children are warned of the hazards of animals, e.g. not tormenting the dog, not approaching a sleeping dog, recognising signs Scooby is not happy.</p> <p>Children taught how to approach Scooby safely. Children to be taught the rules of safe animal interaction. Rules to be reinforced by all staff. Mr Head to regularly monitor the dog's temperament, behaviour and mood. Staff to supervise the dog at all times and keep it on a lead when moving around the school.</p> <p>Children taught where to appropriately touch Scooby.</p>	Yes	
Financial cost	Cost of feeding etc.		The dog is owned and is the responsibility of Mr Head who will pay for his upkeep		
Financial cost	Claim is made against the		Note that Scooby has third party liability insurance through Brookes Braithwaite insurance group.	Sept	

	school about the dog				
Animal welfare	Negative behaviour caused by stress, bites or scratches	The dog, staff and children	<p>Ensure Scooby has time away from the children on his bed, undisturbed.</p> <p>Ensure Scooby has time in a quiet space without any children.</p> <p>Ensure Scooby only interacts with the children in short bursts and is not crowded by children/adults (although he enjoys all attention).</p> <p>Ensure the conditions are suitable for Scooby (including extreme weather). Precautions will be taken and Scooby will not attend school if Mr Head feels he will not be comfortable. Scooby's welfare is paramount in any decisions being made.</p>		