

Guidance and procedure: Assistance or Working Dogs and Therapy Animals on site

Date approved: 8 February 2023
Approved by: AMT/CCMT
Responsible Manager (s): Head of Student Support, Wellbeing and Inclusion and Health
and Safety Manager
Executive Lead: Vice Principal HE & Student Enhancement

Applicable to staff: Yes
Applicable to students: Yes
Accessible to students: Yes
Accessible to general public:
(including clients) Yes

Consultation

Consultation undertaken with:	Date:
• AMT	31.1.23
• CCMT	08.02.23
• Students	
• Employee representatives (<i>HR policies only</i>)	NA

review frequency normally two years.

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1.0 Approval Conditions and Process

Background

B&FC is a diverse community and takes its responsibilities for the inclusion, welfare and wellbeing of all colleagues, students and apprentices seriously.

In the interest of fairness to everyone, dogs and any other domestic animals, are not permitted in B&FC buildings. The only exception to this rule is for assistance, therapy (animals) and working dogs.

For the purpose of this guidance the term assistance dog refers to those which provide appropriately recognised and certificated support to colleagues, students, apprentices and visitors who have a recognised disability.

A disability is defined by the Equality Act 2010 as 'a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities'. It is unlawful for a service provider to discriminate against a disabled person.

People with disabilities who use assistance dogs quite often experience discrimination that prevents them from doing everyday things other people take for granted. This is because shops, restaurants and other businesses sometimes object to assistance dogs being brought onto their premises. If this happens, the effect is to deny the disabled person the same opportunities that people without a disability may access.

Working dogs are those who may be brought on to campus for the purpose of providing a service to B&FC or as part of law enforcement, or where working dogs form part of a learning programme (ie. Public Services).

Where a colleague, student or apprentice requests to bring an assistance dog on site, this must be agreed with the Head of Curriculum or Service area and Health, Safety and Environmental Manager. (Guide dogs are permitted on campus to facilitate access to reception for all visitors)

In both instances the points below must be confirmed.

The College must be satisfied that:

1.1. The requirement is legitimate [It may be necessary to acquire medical confirmation in some cases].

1.2. Suitable accommodation is or can be made available where this is necessary.

1.3. Consultation has taken place with other relevant stakeholders either for agreement or for awareness. This would include other residents in the case of accommodation, fellow students, apprentices, colleagues, other campus service providers, visitors and relevant Heads of curriculum or services.

Heads of Curriculum Area or Service will be responsible for:

- Confirming and monitoring processes in place for the behaviour of the animal
- Confirming liability insurance
- Assessing and discussing with other room occupants or fellow course students/apprentices any assurance around any colleague, student, apprentice or visitor who may have a fear of, or an allergy to dogs/animals. If there is an identifiable person with an allergy to dogs/animals then B&FC should take reasonable steps to ensure that person has minimal or no contact with the dog/animals. Further consultation with Health, Safety and Environment Manager and Head of Student Support, Wellbeing and Inclusion to agree risk assessment and actions.
- Monitoring and dealing with complaints
- Confirm whether there are any specified or restricted areas such as laboratories, gyms, kitchens etc.
- In the case of a therapy animal, the Head of are may consider completing a CASA assessment to ensure adequate support is in place for the student/apprentice.

1.4. The dog owner has been made aware of the terms and conditions under which the animal is permitted to be on site [section 2] and that permission can be withdrawn.

2. Responsibilities

Owners of working, therapy or assistance dogs;

2.1. Must inform B&FC that they will be bringing their assistance, therapy or working dog on site at the earliest opportunity, and not to take into a learning or office environment until appendix 1 of this guidance is completed and approval granted.

2.2. Must ensure that their dog/animal does not cause injury or harm, ill health, offense, nuisance, or distress to other members of the B&FC community.

2.3. Must ensure that their dog/animal does not cause damage or introduce parasites to B&FC premises.

2.4. Must ensure that their dog/animal is covered by full public liability insurance.

2.5. Must ensure that their dog/animal is on a lead at all times and does not roam freely throughout any campus building or outside within B&FC grounds.

2.6. Must ensure that their dog is not left in cars on the campus or tied up outside campus buildings.

2.7. Must ensure that their dog does not foul areas of campus.

2.8. Must clear up immediately any accidents that the dog may have within B&FC buildings and inform the Estates team to ensure appropriate sanitising of the affected area (except those persons registered blind or with a physical disability that would impact the ability to do so).

2.9. Must ensure any dog foul is collected/removed in an appropriate bag/receptacle and disposed of responsibly in a waste bin (except those persons registered blind or

with a physical disability that would impact the ability to do so, who should inform reception as soon as practical).

2.10. Must ensure that their dog/animal is only exercised in agreed areas.

2.11. Must ensure that their dog/animal is identifiable as a therapy or assistance dog/animal when carrying out its working role. Must ensure that their dog/animal is clearly identifiable by the use of special collars and/or harnesses when on duty.

2.12. Must ensure that their dog/animal is under their control at all times.

2.13. Be able to provide information about the animal and its tasks/duties, when requested by colleagues.

2.14. Must ensure that their dog/ assistance animal is appropriately registered and certificated by a recognised accreditation body

2.15. The Director of Estates, assisted by Director for Students and Head of HR will be responsible to applying, monitoring and enforcing this guidance in relation to colleagues, students and apprentices. Ultimately the employee and student disciplinary procedures apply in relation to this guidance if not adhered to.

2.16 Colleagues, students and apprentices wishing to seek permission to bring a working/assistance dog or therapy support animal on campus, should complete the application form in Appendix 1.

3. Exemptions

3.1 Certain events and activities held on campus may permit access for dogs and certain other domestic animals on a short term basis. The event organiser will be responsible to assessing the need or likelihood of persons attending with animals and contact the relevant stakeholder eg. Head of Curriculum where course related or Director for Students eg. For exam day support . Where appropriate the event safety plan and risk assessment must include those factors around animals.

These will include:

- Colleague/student/apprentice public outdoor events
- Sessions involving associated learning activities

3.2 This guidance, apart from pre- attendance information and certification check, should be used to provide assistance to any visitor to B&FC who is accompanied by a working, assistance dog or therapy support animal. Visitors should not be restricted from accessing B&FC campuses where there is need to be accompanied by appropriate animal support. Expectations of behaviours should however still apply.

4. Advice and Support

Further advice and support is available from Health & Safety Manager and Head of Student Support, Wellbeing and Inclusion.

5.0 Animal Classification

What is an Assistance Dog?

Assistance dogs are trained to perform specific tasks to help a disabled person and are usually qualified by one of the 8 charitable organisations registered as members of Assistance Dogs UK, having undergone a specific and thorough training programme. Under the Equalities Act, appropriately verified assistance dogs are “legally permitted to accompany its client, owner, or partner, at all times and in all places, within the United Kingdom”. Assistance dogs may also be used to alert to life-threatening medical conditions.

B&FC-is mindful of its responsibilities under the Equalities Act. Thus, assistance dogs are permitted on campus. Nonetheless the College must be satisfied that the requirement is legitimate through completing the appendix to this guidance. However, because of the nature of certain aspects of the teaching practice and training, issues with the potential transmission of disease, cross contamination and health & safety concerns, that a thorough and specific risk assessment is required for assistance dogs where the owner requires access to gyms and salons for example. Further guidance for clinical laboratories setting and specific guidance on dogs in kitchens can be found [Assistance Dogs UK](#)

What is a Support or Therapy Animal as opposed to an assistance Dog ?

Therapy Dogs or emotional support animals provide companionship, relieve loneliness, and sometimes help with depression, anxiety, and certain phobias, but do not have special training to perform tasks that assist people with disabilities. They are not, under UK law, currently considered service animals. Evidence from a medical practitioner supporting the need for a therapeutic dog (or animal) does not mean that the dog is considered a service animal. A therapy dog does **not** have these same legal privileges as an assistance dog. Therapy dogs and support animals will require approval before being permitted in B&FC campuses.

What is a working dog?

An example of a working dog is a police dog, that is specifically trained to assist police and other law-enforcement personnel. Their duties include searching for drugs and explosives, locating missing people, finding crime scene evidence, protecting people, and attacking criminals who are fleeing from or attacking police officers

All British police dogs, irrespective of the discipline they are trained in, must be licensed to work operationally. To obtain the licence they have to pass a test at the completion of their training, and then again every year until they retire, which is usually at about the age of 8. The standards required to become operational are laid down by the Association of Chief Police Officers (ACPO) sub-committee on police dogs and are reviewed on a regular basis to ensure that training and licensing reflects the most appropriate methods and standards.

6.0 Access Restrictions

Assistance and therapy dog owners must respect access restrictions established by B&FC on grounds of health, hygiene, safety or welfare concerns. Owners must ensure that assistance dogs or other approved therapy animals do not enter colleague and students'/apprentices' private or personally assigned spaces, such as accommodation or designated workspaces, without a risk assessment/permission.

7.0 Animal Misbehaviour

Assistance dogs are highly trained to the owner's requirements and:

- will not wander freely around the premises
- will sit or lie quietly on the floor next to its owner.

However, preventing and correcting assistance dog's misbehaviour is the owner's responsibility. Owners must make sure that their assistance dogs do not cause harm or injury to others and damage to B&FC property.

8.0 Cleanliness

Registered blind people are not required to clean up after their guide dogs but they are expected to have received the appropriate training to avoid dog waste on campus. Assistance dog users share responsibility for the clean-up of the animal's waste, consistent with reasonable capacity. Owners must use the designated areas identified by B&FC. In the unlikely event that the dog does foul outside of these designated areas, the owner must report this to the Estates Team who will make arrangements for the area to be cleaned and sanitised. Owners should have available with them all necessary equipment and products to effect the cleaning of any fouling or mess.

9.0 Animal Care and Supervision

It is the owner's responsibility to:

- To ensure regular health checks, vaccination and an adequate standard of grooming.
- Ensure the assistance dog has its requirements in relation to feeding, watering and toileting fully met.
- Ensure that the assistance dog is kept on a lead at all times when walking around B&FC grounds or safely harnessed when unsupervised for short periods of time.
- Not permit petting of the dog or creating unnecessary distraction to learning

B&FC is not responsible for the loss, ill health, or death of the assistance dog/animal. B&FC will provide an appropriate quiet space for the dog/animal and owner to take rest breaks

10.0 Site Animal Exercise Areas

From a realistic perspective and being an open, community focussed multi-site college there will always be persons accessing our sites with dogs - either simply walking through or utilising the open spaces especially around Bispham site for exercising their

dogs. It would be impractical to challenge and enforce at all times the above policy when in most instances there is no risk to persons nor damage to our estate. In that regard we should look to a practical and sensible approach to the implementation and application of the procedure to situations around the wider site environment.

Campus	Recommended Exercise Area.
Bispham	Along the identified pathways around the perimeter of the campus and to the area behind the sports pitch
University Campus	Around the perimeter of the campus and/or the walled garden area adjacent to the car park behind South Building
Gateway	Around the perimeter of the campus and the lower ground area (adjacent to the caged garage area)
Seasiders	Safe areas (not across the car parks) along the perimeter of the Blackpool Football Club premises
LEHQ	The external area of the campus and the rear compound of the main building
Fleetwood	The far end of the sports field at the wooded copse

11. External guidance

- Equality Act 2010

12. Linked Policies

- Health and Safety Policy

13. Linked Procedures

APPENDIX 1

Assistance or Working Dogs and Therapy Animals on Site Application Form.
(This form submission can be supported by SSWI colleagues for those that require help/guidance to complete)

In accordance with the guidance Assistance or Working Dogs and Therapy Animals on Campus I would like to request permission to bring an animal onto College premises.

Applicant Name:	
Contact Tel:	
Email address	
Staff or Student	
Animal type and purpose:	
Accreditation/ registration source:	
Curriculum/ Service Area	
Site / Building/ Course :	
Date of application:	
Reason for application	

Please forward your application to:

the relevant Head of Curriculum for individual students

or Director for Students for generic application,

Head of HR for individual employee use.

This form and associated paperwork will be held on our student record systems (eTrackr, Canvas, One File) Any personal information and data will be handled in accordance with the College Policy and procedure on the General Data and Protection Regulation.

APPENDIX 2

Check Approval Checklist

The following checklist can be used to support and validate a request in accordance with the guidance note.

Procedure Requirements	What evidence is provided to satisfy the policy requirement?	Verified by whom	When verified
The requirement is legitimate [It may be necessary to acquire medical confirmation 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 students, residents in student accommodation (Fleetwood), colleagues, other site service providers and relevant Heads of Departments.			
Confirming and vetting processes for the behaviour of the animal			
Confirming and validating liability insurance			
Assessing and discussing with other room occupants or fellow course students and assurance around any staff/ student member who may have a fear of or an allergy to dogs/animals that cannot be satisfactorily managed and that does not place them in a peer pressure situation of acceptance or breaches confidentiality.			

Arrangements are in place for monitoring and dealing with complaints			
Confirm whether there are any restricted areas such as laboratories, clinical areas, catering facilities, gyms etc.			
The animal owner has been made aware of the terms and conditions under which the animal is permitted to be on site [section 2] and that permission can be withdrawn.			
Risk assessments have been reviewed and revised			
Where a student requests to bring an assistance, working or therapy dog/animal into residence this must be agreed with the accommodation office.			
Dogs are clearly identified as assistance or therapy support dogs.			
Identify how any personal data will be handled in accordance with College and local GDPR requirements			

Agreement may only be given by the Head of Curriculum or Service Area, or Head of HR following satisfactory evidencing and verification of all the above policy requirements, in collaboration with H&S

Supporting Comments:

B&FC representative agreement:

Name:

Signature:

Date agreement given:

Agreement review date:

7.

Impact Assessment for the 4 strands of Equality, Diversity and Inclusion, Safeguarding, Health and Safety and Sustainability. Initial Form to be completed with Risk Assessments or as part of a proposal or change to a policy, plan, strategy, framework, guidance, or any new way of working.

Title of Activity: Author and Date:	
<p>Equality and Diversity. Which of the characteristics maybe impacted upon? And, if yes, how has this been considered? What are the risks? What are the benefits?</p>	<p>Positive inmpact for applicant – disability, wellbeing or organisation eg drug search Potential negaitive impact on environment, concentration, allergic reaction, extreme fear or dislike of animals, diseases passed on from animal, animal attack or misbehaviour. Fouling on site. Mitigated within the guidance.</p>
<p>Safeguarding: Are there any aspects of this proposal which could cause a learner/member of staff/visitor to feel unsafe? If yes, how has this been considered? What are the risks? What are the benefits?</p>	<p>Yes if allergic, frightened, previous poor experience Reasonable adjustments to be in place to provide alternative provision – parallel course, different day, discrete location. Specified Areas to be out of bounds as in guidance</p>
<p>Health and Safety: Have any risks been identified? If yes, how has this been considered? What are the risks? What are the benefits?</p>	<p>Injury or illness caused to staff or students – Mitigated by guidance</p>
<p>Sustainability: Are there expected benefits or impacts on sustainability or environmental issues? If yes, how have these been considered?</p>	<p>Fouling mitigated in guidance. Exercise areas to be provided outside</p>
<p>Evidence: What evidence do you have for your conclusions and expectations for these conclusions? How will this impact be monitored for all these considerations?</p>	<p>Guidance from assistance dogs Uk/ 8 charities that accredit support animals Reasonable adjustments under Equality Act Reviews of numbers of support/therapy animals on site via LTEC.</p>
Is this procedure of a high/medium or low risk?	Medium