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| **Site / Area:** | |  | | **Date of assessment:** |  | **Risk Assessment #:** | **007RA** |
| **Completed by (name):** | |  | | **Signature:** |  | | |
| **In Consultation with** | |  | | **Signature:** |  | | |
| **Identify / describe activity, equipment, area or event you are assessing:** | | | | | **Animals in the Workplace** | | |
| **In conjunction with this risk assessment, training / education and development of a relevant SOP may be required.** | | | | | | |
| **Step 1:** **Identify the hazard/s:**What do you believe are the hazards?(Refer Risk Assessment Guideline (015G)) | | **Step 2: Assess the risks:**  What do you believe are the risks?  (Refer *Risk Assessment Guideline (015G)*) | | **Step 3: Reducing the risk:** What do you believe can be done to reduce the risk? (Refer *Risk Assessment Guideline (015G)*) | | |
| **What could cause harm?** | | **What could go wrong?** | | **Controls** | | |
| **No animals are permitted onto worksites unless permission has been obtained by executive / leadership.**  **A risk assessment must be completed and animal ethics must be considered**.  Any child care centre, early learning centre, play group, school or health care facility must check the [Animal Contact Guidelines](https://www.sahealth.sa.gov.au/wps/wcm/connect/e0947b00492e1a49ac0afd9006c065a9/14167.1+A4+Guidelines+Book-ONLINE+%283%29.pdf?MOD=AJPERES&CACHEID=ROOTWORKSPACE-e0947b00492e1a49ac0afd9006c065a9-llKd.r6) if staff /students / residents are going to come into contact with animals.  If a school is visiting an animal exhibit or an animal exhibit is coming to the workplace, check the [Visiting an animal exhibit](https://www.sahealth.sa.gov.au/wps/wcm/connect/209b0e00492e2326ad09fd9006c065a9/30146+Animal+Contact_Teacher+Info+A4_FA_LO_websecure.pdf?MOD=AJPERES&CACHEID=ROOTWORKSPACE-209b0e00492e2326ad09fd9006c065a9-llKd.oC) document  For Reception to Year 7, teachers may use this resource [keeping children healthy around animals fact sheet](https://www.sahealth.sa.gov.au/wps/wcm/connect/7fec1600492e2273ac8cfd9006c065a9/30146+Animal+Contact_Childrens+Info+A4+2pp_FA_LO_websecure.pdf?MOD=AJPERES&CACHEID=ROOTWORKSPACE-7fec1600492e2273ac8cfd9006c065a9-llKd.oi) | | | | | | |
| **Assistance animals and support animals at school**  **Assistance animals** are defined by *Disability Discrimination Act (1992) (Cth*) in Section 9:   1. is accredited under a State or Territory law to assist a person with a disability to alleviate the effects of disability; or 2. is accredited by an animal training organisation prescribed in the regulations; or 3. is trained to assist a person with a disability to alleviate the effect of the disability and meets standards of hygiene and behaviour that are appropriate for an animal in a public place.   Owners or animals are responsible for:  Providing adequate care for the animal with respect to food and water, health , living conditions, handling and appropriate training as negotiated with the Principal  Ensuring an assistance animal remains under the control of:  the person with disability; or  another person on behalf of the person with disability. | | | | | | |
| **Biological**   * Allergies * Zoonoses (diseases from animal to humans) * Anthroponotic diseases (disease from human to animals) * Bites / attack | | * Illness * Anaphylaxis * Asthma * Lacerations * Contusions * Scratches * Punctures * Persons knocked to the ground * Death | | * Prior to the animal being brought to the workplace, staff / students / residents must be advised of the intent to bring the pet / animal the intent/purpose for it, date, times and where the pet / animal will be going * Depending on the severity of the allergy, medication plan in place for student and epi-pen is available * Those with severe allergies will not interact with the animal * Animal has had all the relevant vaccinations * Flea treatment / worming is current * No teasing, chasing, poking, hitting, teasing or provoking animals so that the animal does not become agitated and attack. * Any person who is sick (e.g. gastroenteritis) is to stay away from the animal/s * The animal will only toilet (where possible) in an area of the worksite that students / staff / residents don’t have access to. If required, that area will be disinfected * Animals excreta to be cleaned up by owner immediately and rubbish disposed of appropriately. Appropriate bags to be used, tied off and disposed of in rubbish bin * Staff / students / residents will wash their hands before and after active participation with the animal * Animals to be on a lead (where relevant i.e. dogs) at all times and in the care of a responsible adult and not allowed to freely roam around the worksite * Students are not left with the animal unsupervised * Sufficient distance kept between staff / students / residents and the animal * Any incident to be reported * First aid available on site * No food to be given to the animal – it is owners responsibility to feed their animals * Aggressive dogs or other animals, or those with a history of aggression, must not be brought into the workplace. | | |
| **Psychological**   * Phobias | | * Anxiety * Fear | | * Prior to pet/animal being brought to the workplace, staff / students / residents must be advised of the intent to bring the pet / animal to the workplace, the intent/purpose for it, date, times and where the pet / animal will be going * Worksite to identify any possible at risk persons and address appropriately * If the animal is to visit on numerous occasions, this must be clearly communicated to staff / students / residents * Aggressive dogs or other animals, or those with a history of aggression, must not be brought into the workplace. | | |
| **Hazardous Manual Tasks**   * Handling animal | | * Musculoskeletal injuries * Sprains * Strains | | * The pet’s owner is responsible for handling the animal. | | |
| **Gravity**   * Slips, trips and falls | | * Sprains * Strains * Broken limbs * Persons knocked to the ground | | * Worksite to ensure procedures are in place to clean up any spills, toileting accidents etc. * Animals to be on a lead (where relevant i.e. dogs) at all times and in the care of a responsible adult and not allowed to freely roam around the worksite * Students are not left with the animal unsupervised * Sufficient distance kept between staff / students / residents and the animal | | |
| **Other**  Assistance animals  (if unsure if the dog is an assistance dog, call the Dog and Cat Management board on  8124 4962 or email [dcmb@sa.gov.au](mailto:dcmb@sa.gov.au)) | | * Untrained dogs can cause serious injuries * Anxiety for the staff/students who require assistance animal at school. | | **ASSISTANCE DOGS**   * Everyone is instructed to not pat a dog without permission from its owner. * **In South Australia** – The Dog and Cat Management Board issues a Disability Dog Pass that is valid indefinitely * Assistance dogs trained by an organisation must be wearing a jacket or harness which clearly identifies them as being an assistance dog. * **Leadership must sight evidence of the**: * Animals registration (owner must have a credit card sized   identification card which has a photo of the dog and the owner), temperament, training and skills   * Animals good health and vaccinations   Assistance dogs are not permitted in food preparation areas (e.g. canteens). For home economics, an additional risk assessment will be required to determine if it is appropriate. | | |
| **Other** | |  | |  | | |

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| **Authorised by:** |  | **Signature:** |  | **Date:** |  |

**Review hazard/risk assessment if task or circumstances change and at intervals appropriate to the level of risk (minimum 5 years).**

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| **Step 4: Monitor & review:**  (Refer to hazard sheet)  **Please tick Yes or No** | | | | | | | | |
| **Were the controls effective?** | | | | **Were there any unforeseen hazards/ incidents?** | | | | **New controls** |
| **Yes** |  | **No** |  | **Yes** |  | **No** |  |
| **DETAILS** | | | | **DETAILS** | | | | **DETAILS** |
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| **Name:** |  | **Signature:** |  | **Date:** |  |