



# Animals on Campus Policy

## POLICY COVERSHEET

### Key Details

<b>POLICY TITLE</b>	<i>Animal on Campus Policy</i>
<b>DATE APPROVED</b>	<i>06.03.24</i>
<b>APPROVING BODY</b>	<i>Academic Board</i>
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<b>OUTCOME OF EQUALITY IMPACT ASSESSMENT</b>	<i>* No major change EIA Attached</i>
<b>RELATED POLICIES / PROCEDURES / GUIDANCE</b>	<i>Equality, Diversity and Inclusion Policy Complaints Policy and Procedure Reasonable Adjustments Policy for Students Staff Grievance Policy Health and Safety Policy</i>
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<b>POLICY OWNER (JOB TITLE)</b>	<i>Equality &amp; Diversity Officer</i>
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### Version Control

<b>VERSION</b>	<b>DATE</b>	<b>REASON FOR CHANGE</b>
<i>1.0</i>	<i>21 February 2024</i>	<i>First version</i>

### Policy Hub

For further information on policies:

- 1 You can go to the Secretariat pages on InSite at <https://outlookuwicac.sharepoint.com/sites/Secretariat>;
- 2 You can go to the Policy Hub at [cardiffmet.ac.uk/about/policyhub](http://cardiffmet.ac.uk/about/policyhub); or
- 3 Contact [policies@cardiffmet.ac.uk](mailto:policies@cardiffmet.ac.uk).

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## 1 Introduction

### 1.1 Purpose

This policy has been developed to outline the arrangements to support Assistance and Therapy Animals and their owners on university property, including campuses and within university managed accommodation. It primarily concerns Assistance and Therapy Animals for staff and students but may also be taken as guidance for visitors.

### 1.2 Scope

Cardiff Metropolitan University is committed to providing a welcoming and inclusive working and learning environment, with a commitment to the success of all staff and students, including those who need appropriate adaptations to access the university's facilities. This policy will support the ambitions outlined within the University's Strategic Equality Plan and our commitment outlined within the Equality, Diversity and Inclusion Policy.

### 1.3 Definitions

1.3.1 **Assistance Animals** are typically dogs, that are professionally trained to assist a disabled person to do work or perform tasks.

Examples of such work or tasks include, guiding people with visual impairments, alerting people with hearing impairments, seizure alert for people with Epilepsy etc.

Most Assistance Animals are instantly recognisable by a harness or jacket. However, the law does not require them to wear a harness or jacket to identify it as an Assistance Animal.

An Assistance Animal will:

- not wander freely around the premises
- sit or lie quietly on the floor next to their owner
- unlikely foul in a public place

Assistance dogs are fully protected under the Equality Act 2010 and are allowed into public places. This legislation makes it unlawful for employers and service providers to discriminate against individuals with disabilities who use assistance animals. Employers in the UK have a legal obligation to make reasonable adjustments to accommodate employees with disabilities.

1.3.2 **Therapy Animals** (also known as emotional support animals) unlike an Assistance Animal, do not assist with activities of daily living, nor does it accompany a person with a disability at all times.

A Therapy Animal will:

- provide emotional support or passive comfort that alleviates one or more of the identified symptoms or effects of a disability.

Therapy animals do not have the same legal rights as Assistance Animals in the UK (Equality Act 2010) and access to any business is legally the business's decision due to Health laws and regulations.

- 1.3.3 A **Pet** A pet is a domesticated animal that provides companionship but is not considered an Assistance Animal or Therapy animal. Visitors, staff, and students may not be accompanied by a pet when working or studying on University campuses and accommodation.

## 2 Controls

Therapy Animals are welcome on campus but the admission will be on a case by case basis. Before a therapy animal is admitted to any part of university property, an individual will be required to provide evidence as part of the application process. Until this evidence has been provided and agreed by the University as being acceptable, no provision will be made for the therapy animal and it will not be admitted to university property. If no evidence is provided, it will be assumed that the animal is a domestic pet and as such will not be permitted under the terms of this policy.

Upon admittance to the University, staff must ensure that their animal is registered by Occupational Health and their Line Manager (Appendix 1).

Upon admittance to the University, students must ensure that their animal is registered by Wellbeing Services and their Programme Director (Appendix 2).

Staff or Students who wish to bring an assistance animal or therapy animal onto campus must follow our registration process mapped out in Appendix 3 & 4. Staff are required to contact Occupational Health (via Line Manager) to discuss the registration of animal. Students are required to contact Wellbeing Services to discuss the registration of animal

Upon registration owners will be asked to provide relevant supporting information such as details of specialised training, medical evidence and public liability insurance.

## 3 Owner Responsibilities

Owners are responsible for:

- Any additional training needs for their assistance or therapy animals and for the correct and safe performance of their duties.
- Ensuring that their assistance or therapy animals are covered by full liability insurance at all times.
- Ensuring that the animal is under their control at all times when on University premises.

- Ensuring that the animal uses the Spending Pens provided by the University and do not allow it to foul the University paths or grounds.
- Notifying Campus Services in the event that the animal does foul in an area other than that permitted.
- Ensuring that the animal is well cared-for, including maintaining up to date vaccination and health procedures and ensuring the animal is fed and watered.
- Ensuring that an Animal does not enter any areas where a risk assessment has not been conducted.
- Ensuring that the animal is not left unattended in the event of an emergency. Where appropriate in accommodation, residence staff/fire wardens will ensure animal evacuation is embedded within an individual's Personal Evacuation Plan.
- Maintaining regular contact with Wellbeing Services or Campus Services throughout their time at Cardiff Metropolitan University.
- Notifying Wellbeing Services or Campus Services immediately of any change in assistance or therapy animal.
- For the welfare of the Assistance or therapy animals, we recommend that the animal is clearly identifiable by the use of special collars, harnesses and/or ID tags when on duty. However, we recognise that this is not a legal requirement.

## 4 University Responsibilities

### 4.1 Supporting Students

Wellbeing Services will liaise with the students to ensure that the assistance or therapy animal meets the criteria set out under point 1.3. Wellbeing Services will be responsible for keeping an up to date register of all student assistance or therapy animals on campus.

Wellbeing Services will inform Programme Directors of any student who will be bringing an assistance or therapy animal into teaching sessions. Programme Directors are responsible for informing all relevant teaching and technical/clinical staff.

Programme Directors must ensure that anyone who shares a learning & teaching space with the assistance or therapy animal is willing to do so. Programme Directors will make suitable alternative learning & teaching arrangements for anyone who is not willing to share learning & teaching space with the assistance or therapy animal.

Programme Directors must ensure that any activity which is required as part of the curriculum is accessible for students with assistance or therapy animals.

Programme Directors will regularly review the Risk Assessment (Appendix 5) alongside the student to ensure that the relevant support and considerations are met.

Wellbeing Services will liaise with Accommodation Services where an assistance or therapy animal needs to be accommodated in University halls of residence.

Accommodation Services will notify all students in a hall of residence of the location of the assistance or therapy animal and will provide details of the expectations of access and behaviour of the animal.

If there is an identifiable student with an allergy to animals or fear, then Programme Directors and Accommodation Services should take reasonable steps to ensure that person has minimal or no contact with animals; reasonable steps are unlikely to include the removal of assistance animals.

#### **4.2 Supporting Staff**

Line Managers will be responsible for liaising with People Services to arrange an Occupational Health appointment to ensure that the assistance or therapy animal meets the criteria set out in this policy. Line managers are responsible for updating MyMet if an application is approved under this policy. Students who may undertake work at the University will require information to be recorded again by People Services.

Line Managers will inform all relevant staff of any assistance or therapy animal coming into their team working spaces. Line Managers will make suitable alternative arrangements for anyone who is not willing to work in a space with the assistance or therapy animal.

Line Managers will regularly review the Risk Assessment (Appendix 5) alongside the staff to ensure that the relevant support and considerations are met.

#### **4.3 Estates and Facilities**

Estates and Facilities will maintain spending pens to a state that ensures the animal's health and the owner's safety. They will provide provision for disposing of refuse. For further information contact [estates@cardiffmet.ac.uk](mailto:estates@cardiffmet.ac.uk) or [wellbeingsupport@cardiffmet.ac.uk](mailto:wellbeingsupport@cardiffmet.ac.uk).

Assistance animals are permitted in Multi-faith prayer room facilities, however, it is understood that there are cultural and religious sensitivities. Should you have any concerns please contact the University Coordinating Chaplain at [ABahadur-Kutkut@cardiffmet.ac.uk](mailto:ABahadur-Kutkut@cardiffmet.ac.uk). If an assistance animal lays on a prayer mat provided, please contact the chaplaincy to ensure that it is appropriately cleaned.

## 5 Complaints or breaches of the Policy

The University encourages all staff, students and visitors to attempt to resolve complaints informally wherever possible. However, it is recognized that this may not always be possible. Issues should be raised in accordance with the University complaints procedure.

[Student Complaints](#)

[Staff Complaints](#)

In cases of a breach of policy a review will be conducted.

Cardiff Metropolitan University reserves the right to refuse access to any animal if regular infringements of this policy occur.

## 6 Organised Events

Exceptions to this Policy may be granted for certain organised events with registered providers, such as therapy pets, visits from guide dogs or learning/teaching events. Such exceptions will only be considered following a written request and risk assessment being submitted to the University Secretary two weeks prior to the event

## 7 Unaccompanied/Stray Animals

In the event of an unaccompanied animal being discovered in any Cardiff Met building, grounds or vehicle by a staff or student they should **notify Site Security on #2222 from an internal phone.**

## 8 Related Policies and Procedures

Equality, Diversity and Inclusion Policy

Complaints Policy and Procedure

Reasonable Adjustments Policy for Students

Staff Grievance Policy

Health and Safety Policy

Equality Act 2010 and associated secondary legislation

Equality & Human Rights Commission:

<https://www.equalityhumanrights.com/en>

Advance HE: <https://www.advance-he.ac.uk/>

Assistance Dogs UK: <https://www.assistancedogs.org.uk/>

## 9 Review and Approval

The implementation of the current Policy will be reviewed annually in order to reflect any changes or amendments to legislation. In any event, the policy will be reviewed every three years.

## 10 Communication

The University will ensure that staff and students are made aware of this Policy through the University's web pages, publications, induction and training provision, and through the line management structure, as appropriate.

## 11 Confidentiality

Any Equality and Diversity related information disclosed to Cardiff Metropolitan University will be kept strictly confidential in accordance with data protection principles and legislative requirements.

## 12 Alternative Format

If this document is required in an alternative format, contact [Equality@cardiffmet.ac.uk](mailto:Equality@cardiffmet.ac.uk).

## 13 Appendices

Appendix 1: Staff Assistance and Therapy Animal Application Form



Appendix 2: Student Assistance and Therapy Animal Application Form

Appendix 3: Student Animal Registration Process

Appendix 4: Staff Animal Registration Process

Appendix 5: Cardiff Metropolitan University Risk Assessment

Appendix 1

**Staff Assistance and Therapy Animal Application Form**

Staff name	
Staff number	
Contact number	
Address	
Animal name	
Animal type	
Insurance company and policy number	
<b>Assistance dogs only:</b> With what organisation is your dog registered? Please provide full details.	
<b>Therapy animals only:</b> Reason for having therapy animal	
Medical evidence provided	<input type="checkbox"/> Yes <input type="checkbox"/> No  Please note that Occupational Health will require you to provide medical evidence stating why an animal is required before a decision can be made on your request. Existing or pending diagnosis information will be required.

**For office use only**

Decision made:       Yes                       No

by:

Occupational Health: \_\_\_\_\_

Line Manager: \_\_\_\_\_

Date:

Reason accepted or declined:

Appendix 2

**Student Assistance and Therapy Animal Application Form**

Student	
Student number	

Contact number	
Address	Halls <input type="checkbox"/> Yes <input type="checkbox"/> No
Animal name	
Animal type	
Insurance company and policy number	
<b>Assistance dogs only:</b> With what organisation is your dog registered? Please provide full details.	
<b>Therapy animals only:</b> Reason for having therapy animal	
Medical evidence provided	<input type="checkbox"/> Yes <input type="checkbox"/> No  Please note that Wellbeing Services (students) will require you to provide medical evidence stating why an animal is required before a decision can be made on your request. Existing or pending diagnosis information will be required.

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**For office use only**

Decision made:       Yes                       No

by:

Wellbeing Services: \_\_\_\_\_

Programme Director: \_\_\_\_\_

Date:

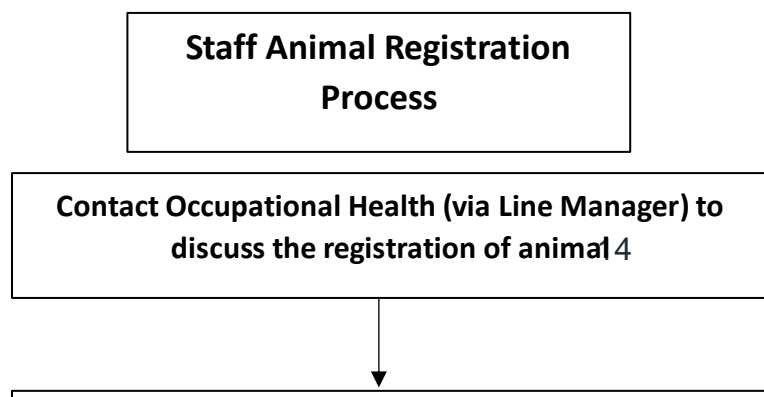
Reason accepted or declined:

Appendix 3

**Student Animal  
Registration Process**

Contact [Wellbeing Services](#) to discuss the  
registration of animal

Appendix 4



Appendix 5

**Cardiff Metropolitan University RISK ASSESSMENT (RA99)**

Page 1 - (Hazards) (v3/07)

<b>School / Unit and Area:</b>		<b>Assessment Number:</b>	
<b>Risk Assessment undertaken by:</b>			
Recommended to be 2 or more people			
<b>Description of the work activity being assessed:</b>			
<b>Persons Affected:</b>	Staff <input type="checkbox"/>	Students <input type="checkbox"/>	Others <input type="checkbox"/>
<b>Details of Others:</b>			

HAZARD IDENTIFICATION		RISK RATING - <u>without</u> Controls			
Please provide details of the hazards associated with the area or task.  EXAMPLES INCLUDE: Working at height, Manual Handling, Electricity, Fire, Noise, Contact with moving parts of machinery, Dust etc		The Risk Rating (RR) and Degree of Risk are determined by multiplying the Severity (S) of injury by the Likelihood (L) of occurrence.  Please see Cardiff Metropolitan University <a href="#">Risk Rating Matrix</a> for details			
		S	L	RR	Degree of Risk
1					
2					
3					
4					
5					
6					
7					
8					



9					
10					
Example - 1. Electric Shock (office)		4	3	12	Unacceptable

Once all potential hazards have been identified and a Risk Rating has been applied, please go to page 2 and provide details of the control measures required to reduce the risk to an acceptable level.

**Cardiff Metropolitan University RISK ASSESSMENT (RA99)**

Page 2 – (Controls)

<b>CONTROLS TO BE APPLIED</b>  <b>Examples Include:</b>  Elimination, Substitution for something less hazardous, Barriers or fixed guards, standard operating procedures and personnel protective equipment		<b>Date Applied</b>	<b>RISK RATING - <u>with</u> Controls</b>			
			<b>S</b>	<b>L</b>	<b>RR</b>	<b>Degree of Risk</b>
1						
2						
3						
4						
5						
6						
7						

8						
9						
10						
1.	<p><b>Examples of possible controls:</b></p> <p>All appliances are to be PAT tested.</p> <p>Any new items are to be reported to estates.</p> <p>Users to undertake visual checks prior to use.</p> <p>Damaged equipment to be removed from use.</p>	07/06/07	4	1	4	Moderate
Date of first assessment:						
Assessment review dates:						