



Animals/Domestic Pets on College Premises Policy

January 2025

Policy

The Animals/Domestic Pets ("pets") on Radley College Premises Policy is written as an extension to the College's Health and Safety Policy Statement, endorsed by Council, CMT and the Health and Safety Committee.

Policy Statement

Radley College will ensure, so far as is reasonably practicable, that all workplaces remain free from unnecessary risks to the health, safety, and welfare from the keeping and caring of pets by employees, students, and visitors.

Legal Liability

The College will not and cannot accept any legal responsibility or liability that may arise from the behaviour of pets which causes accidents or injury. Pet owners are therefore strongly advised to take out third-party liability insurance to protect themselves against this possibility. The College has no responsibility to make provision for pets in the workplace (other than assistance dogs).

Responsibilities

The Bursar will ensure that appropriate policies, procedures, and inspection processes are in place and reviewed from time to time.

The Heads of Department will ensure that these policies and procedures are implemented and adhered to in their area of responsibility.

The Health and Safety Manager will ensure that audits are carried out periodically to ensure the effectiveness of control measures.

Pets Register

To protect the health, safety and well-being of all pupils and staff, and to protect College property, **pet** owners must:

1. Register their **pets** with the Executive Assistant to the Bursar. This should be done on the form on the Staff Hub or [here](#).
2. Ensure that **pets** left unaccompanied in residential accommodation are under control; this will depend on the **pets** and their behaviour, but **pet** owners should ensure that their **pets** will not be a health and safety risk to employees who may need access to their properties and that their **pets** will not damage College property.
3. Agree to adhere to these guidelines.

Risks Associated with Pets on Premises

Pets on Campus and in Residential Accommodation

Pets are just as much a part of the Radley community as the pupils and staff, and they make an important and valuable contribution to the Radley 'family' and to the atmosphere in the school. However, Radley is also a place of work as well as residence, and the College has important legal obligations to safeguard the health and safety of all pupils and visitors, and the health, safety and working rights of all employees from:

- Aggressive behaviour of animals that can lead to injury of employees, students, or members of the public
- Contact with animal waste
- Slips, Trips and Falls
- Transmission of Diseases
- Allergic reactions
- Impact on vulnerable persons

Animals/Domestic Pets in College buildings and gardens

To protect the health, safety and well-being of all pupils and staff, **pets** may not enter the following areas:

- Classrooms when pupils are present or are expected to be present
- Departments with chemicals or sensitive equipment at any time, for example Design Engineering, Art, laboratories
- Any areas where food is served or consumed, for example in Hall, Coffee Shop or Shop
- All clinical areas of the Health Centre
- The Countryside Centre (without prior arrangement)
- The Laundry
- The Boathouse
- The Golf Course

Pets belonging to staff resident in Socials, i.e. Tutors, Sub-Tutors, PHMs and families will, of course, encounter pupils, other staff and visitors. Social staff and their families must be mindful of the potential safeguarding issues (listed in the introduction) that may arise. It is important that **pets** in Socials (and other working areas) are always under control. Where **pets** have use of gardens that are tended by College gardeners, owners should also ensure that cultivated areas are kept free of animal waste.

Animals/Domestic Pets on campus

To protect the health, safety and well-being of all pupils, staff and visitors, **pet** owners must ensure that:

- **Pets** must be always kept under control whilst on school premises. It is recommended **dogs are kept on leads**.
- Owners must observe their **pets'** behaviour and clear up after them. For dog waste there are dog waste bins around site. Owners must avoid the possibility of dogs going on actual playing surfaces at any time.
- On match days, ideally dogs should only be walked around the playing fields on a lead – parents and other visitors to College will be asked to do the same with their dogs.
- Dogs may be walked around the perimeter of the pitches, on the public footpaths or on College footpaths providing they are under control (with use of a lead).

Employees with Animals/Domestic Pets

Employees using company vehicles including, but not limited to, golf buggies, mini vans and cars must ensure that their pets are harnessed appropriately as set out in Rule 57 of the Highway Code if their pets travel with them and obey the Road Safety rules. Any breach of this will be reported to the HR department and your right to have your Animals/Domestic Pets accompany you whilst at work may be revoked.

Conclusion

If the College is to meet its legal obligations to all pupils, staff, and visitors it is essential that all **pet** owners act in accordance with these guidelines.

If a member of staff experiences an event where a dog is causing a nuisance they should, in the first instance, address the issue there and then with the owner, informally and amicably. If the issue persists, they should report it to the Head of Facilities and Compliance, who will instigate an investigation into the matter.

Any damage or additional cleaning requirements that arise from the presence of **pets** will be charged to the owner.

The College reserves the right to withdraw permission for any **pets** to come onto campus, for example because of misbehaviour of the pet (excessive noise, damage, distraction, aggression etc.) or if a pet owner is unable to control their pet or clear up correctly after them.

The College reserves the right to modify or implement new guidelines or rules as it sees fit to ensure the continuing safety and well-being of pupils or staff at any time and may also withdraw the permission for the **pets** to be brought onto site or reside in College accommodation.