

Guildhall School of Music & Drama

Assistance Animals on School Premises Policy

Appendix 2: Assistance Animal Application Form

(Staff)

Version: May 2021

Date of Application:

NB: This application is strictly confidential.

APPLICANT DETAILS	
Name:	Contact Number:
Department:	Email:
Staff Number:	Line Manager:
Do you have a disability as defined under the Equality Act 2010? <input type="checkbox"/> Yes <input type="checkbox"/> No	
NB: The School ideally requires confirmation from a recognized medical practitioner or other qualified individual or organization that an assistance animal or Therapy animal is necessary to support a disability as defined under the Equality Act 2010 or is part of a wider treatment plan for a formally diagnosed condition. The School cannot legally insist on accreditation where there is a disability, however, this will assist in accessing the risk of certain areas of the School defined as high risk or engage in higher risk activities.	
Can you provide the above details and confirmation? <input type="checkbox"/> Yes <input type="checkbox"/> No	

ANIMAL DETAILS
Name:
Animal type:
Breed of Animal (if applicable):
Do you consider your animal to be an assistance animal? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please detail how the assistance animal helps support your condition?
NB: This information will help when completing a risk assessment for making reasonable adjustments.
Has the animal been trained by an accredited organisation? <input type="checkbox"/> Yes <input type="checkbox"/> No The School ideally requires confirmation that the animal has been trained or assessed by a recognized practitioner or training organization similar to those who are members of Assistance Animals UK. If yes, please state which one, and please provide certification.

ANIMAL DETAILS

If no, please state what training the animal has received. If possible, please provide certification.

Animals: Has this animal been identified as a Specially Controlled Animal by the Dangerous Animals Act (1991 amended 1997, 2014)?

Yes No

If yes, please note this animal will not be allowed on School property.

REQUIREMENTS

All animals brought onto School premises must have a current and valid vaccination certificate, up to date treatments and owners must hold valid Public Liability Insurance in respect of damage, injury or loss caused by the animal. Please tick the boxes below to confirm you have these in place.

Public Liability Insurance for your animal

A valid vaccination certificate

Worming treatment

Treatment to prevent fleas or similar infestations

Confirm your animal is fully toilet-trained

Address and telephone number of your veterinary practice

Accredited training certificate for assistance animals

Accredited training certificate for other training

LOCATION

Which offices and teaching room(s)/sections of the School will your animal be present?

Detail what reasonable adjustments you may require:

NB: agreement of reasonable adjustments will be made following a risk assessment conducted by your line manager.

What are the proposed dates & times when your assistance animal is likely to be on School premises? If the animal is expected to be on site regularly, please explain below:

NB: a risk assessment will be conducted and discussed with you and restriction may apply. Some areas of the School may not be suitable for animals to be present.

SUPPORTING STATEMENT

DECLARATION

- I have read and understood the terms of the Assistance Animals on School Premises Policy
- I have read and understood the terms of the Assistance Animals on School Premises Policy - Code of Conduct (Appendix 3)
- I am aware that a risk assessment will be conducted by my Line Manager following my application
- I am aware that if my application is successful, a guidance communication will be necessary to staff and students.
- I am aware that if my application is successful, I will require an induction and personal evacuation plan.
- I am aware that a new application must be submitted every year

Signature of Applicant:

Dated:

Your application will be considered, and you will be informed 6 weeks post application. If successful, you will be advised if restrictions apply.

APPROVAL PROCESS ONLYHas all documentation been provided? Yes No

If not, what is missing?

Risk Assessment Completed: Risk Assessment Attached: Application Approved: Yes No

If yes, detail any restrictions:

If no, detail reasons:

Approved by (name):

Date:

(Signature):

Name of assessor:

Date of next application and risk assessment review: