

# **Guildhall School of Music & Drama**

## **Assistance Animals on School Premises Policy**

### **Appendix 3: Code of Conduct**

Version: May 2019

The School is committed to animal welfare and responsible animal ownership. To ensure a clean and safe working environment and the needs of all people studying and working at the School are respected, the following Code of Conduct should always be adhered to. The Code of Conduct applies 24 hours a day, 7 days a week.

#### **1. Access and Restrictions**

1.1 Assistance animal owners must respect access restrictions established by the School on grounds of health and safety. Animals are not permitted in public areas unless on a lead or in a harness. Assistance animals should be identifiable and are excluded from areas where food is prepared.

1.2 Once assistance animals are on site following completion of application form and risk assessment, staff and students are expected to work with colleagues to resolve issues that arise from the presence of the animal (see section 7 of the policy). Alternative arrangements should be discussed if colleagues/students/visitors cannot or do not wish to be in the same space as the animal.

1.3 Shared spaces must be respected. If colleagues are allergic to animals or do not wish to be around animals, both parties must work with the School to find solutions.

#### **2. Animal Care and Supervision**

2.1 Animals will always remain the responsibility of their owners. The owner will ensure regular health checks, vaccinations, an adequate standard of grooming, and the adequate supply of food and water.

2.2 The animal must remain on a lead (or other appropriate control measure) unless in an office with a closed door.

2.3 Animals must be well trained and if agreements exist for short term care by other staff, that the animal is able to be handled. Otherwise, animals must not be left unattended.

#### **3. Animal Misbehavior**

3.1 Animals should be well trained and able to operate in large crowds and noisy spaces including rehearsal rooms. Owners must make sure that their animal does not cause harm or injury to others and/or damage to School property. If an animal

displays any sign of threatening, aggressive or anti-social behaviour, the owner will be asked to remove the animal from the School.

3.2 The animal owner must inform the Facilities team immediately if the animal causes harm or injury to others and/or damages School property.

3.3 The School reserves the right to immediately and permanently ban from School premises an animal that causes any harm or damage to people or property.

3.4 Animals identified as Specially Controlled Animals by the Dangerous Animals Act (1991 amended 1997, 2014) are not permitted on School property.

3.5 Not all animals will be given permission to be on School premises.

## **4. Cleanliness**

4.1 Animals should be clean, well-groomed and in good health.

4.2 Owners are responsible for toileting the animal away from School premises, collecting any waste deposited and disposing of it responsibly.

4.3 Animal owners will be responsible for the clean-up of the animal's waste, consistent with reasonable capacity.

4.4 In the event of animal fouling, the owner must report this to an appropriate member of staff to make arrangements for the area to be cleaned and sanitized.

## **5. Damage**

5.1 All animal owners are responsible for any damage to persons or School property.

## **6. Emergency Evacuation**

6.1 The School will set out a safe and suitable emergency evacuation plan for assistance animals and their owners.

6.2 Other animals are the responsibility of the owner in the event of an emergency and must not impede an evacuation.

## **7. Complaints**

7.1 Any complaints or issues in relation to this policy, or animal on School premises, should be raised in the first instance, with the Programme Leader (students) or Line Manager (staff). Every attempt will be made to resolve matters informally. If the matter cannot be resolved informally, the issue will be escalated in accordance with the School's standard complaints procedure.