## General Risk Assessment Form (RA1)

**Risk Assessment for: [RA1]**

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| Institution: University of Cambridge, Department of Veterinary Medicine Location: xxxxxxx  This is a risk assessment for XXXXXX, to bring a dog(s) on site to their workplace office. *The dog is not for use in teaching and is not a client of the hospital. The dog is not an assistance dog.* |

| Significant hazard(s)1 | Who might be harmed and how?2 | Existing risk Control Measures3 | Level of risk with existing controls4 | Additional risk controls required5 | Who will carry them out and by when? | Level of risk with all controls6 |
| --- | --- | --- | --- | --- | --- | --- |
| Allergy | Staff, students, contractors, cleaners, public | None | Medium | Staff in proposed area where dog will be kept will be consulted on whether they have allergies.  Many staff are working with dogs already and no dogs will be kept in areas where someone with a known allergy has an office.  Attach a notice on the door of the office where dog is kept, warning of the dog’s presence | DSO at time of risk assessment before permission from HoD to bring dog on site  Owner | Low |
| Aggressive behaviour | Staff, students, contractors, cleaners, public | Dog to be kept crated when in office Dog to be on a lead when not in the crate and being moved to/from the office to the outside | Low | Known aggressive dogs will not be allowed on site Question the owner as to their dog’s behaviour | DSO at time of risk assessment before permission from HoD to bring dog on site | Low |
| Zoonotic disease | Staff, students, contractors, cleaners, public | Owners must ensure good hand hygiene after handling/walking their animal; most owners are trained clinicians (vets or veterinary nurses) who are trained to wash their hands properly | Low | None | na | Low |
| Infection from a client dog | Dog | Dogs not allowed in small animal clinical areas | Medium | None – dogs brought on site at owners own risk | na | Medium |
| Death from hyperthermia | Dog | Dogs must not be left in cars | Low | None | na | Low |

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| --- | --- |
| Emergency and contingency procedures:7  Aggressive dogs will be captured by owner and immediately removed from site. | |
| List related Standard Operating Procedures, Safe Working procedures8  None | List specific training or competence required to do this work safely:9  None |
| Monitoring or health surveillance required?10  None | If Personal Protective Equipment (PPE) is required, give details: 11  None |

**Please complete this section to confirm that this constitutes a suitable and sufficient assessment of risk:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of assessor (owner):12 | Signature: | Date: | Name of DSO: | Signature: | Date: |

**Review history** 13

|  |  |  |  |
| --- | --- | --- | --- |
| **Reviewed by (name)** | **Signature** | **Date** | **Brief details of changes** |
|  |  |  |  |
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**NOTES for Completing the Risk Assessment** – **Please delete this section once you have completed the risk assessment**

Ensure you have read the University’s [Risk Assessment Handbook](https://www.safety.admin.cam.ac.uk/publications/hsd044m-risk-assessment-handbook), which gives more information about each heading.

1 An alphabetical list of common hazards at the University is provided below to help you, but is not exhaustive. If any of these hazards can be eliminated altogether or can be reduced at source by making an inherent change then you must consider doing so. Hazards in **bold** will also need an additional, more technical assessment on a specialist form - please ask your Departmental Safety Officer or the University Safety Office for further advice.

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| --- | --- | --- | --- | --- |
| **Animal houses** | Electricity | **Genetically Modified Organisms** | Machinery hazards | Slip, trip and fall hazards |
| **Biological hazards** | Falling or flying objects | High or low temperatures | Magnetic fields | **Vibration** |
| **Chemical hazards** | Flooding | High pressures | **Manual Handling** | Work at height |
| Collapsing structures | **Gases** **- flammable** | **Ionising radiations** | **Noise** |  |
| **Dusts** | Gases - cryogenic, asphyxiant or compressed | **Lasers ; optical radiation** | Sharp objects; needle sticks |  |

2 Give a brief description of how a *reasonably foreseeable* injury or ill health condition could happen.

3 University HS policies and guidance give details of suitable control measures expected, in line with the Hierarchy of Control Measures (see Risk Assessment Handbook) that are ‘reasonably practicable’ to implement.

4 Level of risk with existing control measure in place – see the Risk Assessment Handbook for determining risk level (low, medium or high) based on likelihood and severity of consequences.

5 Include what more needs to be put in place to control risks. If these are extensive, revise the risk assessment once the extra measures are in place.

6 What is the level of risk once all the control measures are in place? Is this as low as is reasonably practicable?

7 Details of action to take if there is a spillage, something breaks, someone is exposed to the hazard, the alarm sounds etc.

8 If it is necessary to have a written safe method of work, refer to it here – the user must also read and follow it.

9 Details of specific training, e.g,. for work with chemicals: Complete the University Safety Office Chemical Safety training

10 For some hazards, health surveillance or monitoring will be needed. E.g., high noise levels will require a noise assessment. If this shows exposure levels are high enough, those exposed must be referred to Occupational Health for regular hearing checks.

11 IF PPE is still needed, give details of make, model, type, with instructions on maintenance if appropriate.

12 The “assessor” is the person(s) carrying out this risk assessment. This should be a person who understands the process/equipment and how to do a risk assessment.

13 The assessment should be reviewed regularly (usually every 12 months), or earlier if there is a material change to the process, the equipment, location or relevant safety technologies. It should also be reviewed when new people are involved, or after an accident or incident has taken place. If there is no change, write in “no change”.