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| **Department:** | **Service:** | **Reference:** |
| **Activity:*****Keeping and handling animals, birds and fish*** | **Site:** |
| **People at Risk:*****All staff and pupils in the vicinity of the activity*** | **Additional Information:** |
| **Name of Person Completing Form: Job Title: Date:** | **Review Date:** |

| **Hazard**  | **Risk** | **Initial Rating****L, M, H** | **Existing Control Measures** | **Final Rating****L, M, H** | **Additional Action Required** **(action by whom and completion date – use separate Action Plan if necessary)** |
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| ***School keeping an inappropriate or wild animal.*** | ***Non compliance with legislation, spread of disease, bites, stings*** | *M* | ***Advice on which animals are suitable to keep in schools is sought from CLEAPSS. Advice is also available from the RSPCA and PDSA. Wild animals are not kept*** | *L* |  |
| ***Staff and children with medical conditions coming into contact with animal.*** | ***Allergic reactions*** | *H* | ***Children with a known medical condition which may lead to an adverse reaction to a particular animal are not allowed contact with the animal.******The animal may have to be moved to a different classroom (or outside if this is appropriate) if a child is likely to have an adverse reaction*** | *M* | ***Check school records to identify any pupils who may be allergic to animals*** |
| ***Check school records to identify any pupils who may be allergic to animals*** | ***Bites, scratches or infection*** | *H* | ***All persons handling animals wash their hands before and after contact with the animal.******All bites and scratches are be seen by the first aider.******If there are any concerns about an injury caused by an animal then medical advice is sought.*** | *M* |  |
| ***Feeding and watering the animal*** | ***Bites, scratches or infection*** | *H* | ***Each animal has a written care plan detailing the arrangements for feeding, watering and cleaning of housing. Arrangements for school holidays are taken into account.*** | *M* |  |
| ***Staff cleaning animal housing, cages and runs*** | ***Staff cleaning animal housing, cages and runs*** | *H* | ***This is only be undertaken by staff.******Plastic disposable gloves are worn by staff.******All waste from the animal house is bagged and collected as part of the routine refuse collection.******Staff are encouraged to have a tetanus injection every ten years.*** | *M* |  |
| ***Animal having a disease, illness or infestation*** | ***Spread of Infection or infestation*** | *H* | ***All animals are purchased from a reputable supplier.******Animal housing is cleaned regularly.******If an animal is suspected of having a disease of illness a vet is contacted.*** | *M* |  |
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