



Standard Operating Procedure

DCS, MOD Schools, Early Years Settings

Standard Operating Procedure (SOP): Animals in the setting

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Review annually or if any changes are made to support practice.

1. Purpose

To ensure that all Animals are cared for and kept safe at all times and the welfare and hygiene requirements are met to a high standard. All settings follow the JSP 375 Vol 1 chapter 38 and maintain a full risk assessment. Also comply with the RSPCA guidance keeping animals in schools.

[Microsoft Word - Animal friendly schools web version - English - May 11 \(rspca.org.uk\)](https://www.rspca.org.uk)

2. Scope:

- As per the MOD schools Risk assessment, the purchase of all animals must be from a reputable supplier.
- All animals must be fully vaccinated.
- The animals must be risk assessed to ensure that they are suitable for a school environment, and that the environment is suitable for the animals.
- An exception to animals being on school premises are guide dogs, and RMP dog-handling sessions.
- It is the responsibility of the setting to ensure all visitors, children and staff are aware of the handling procedures, this must be displayed within the area that the animals are kept.
- Allergy advice must be displayed, and first aid equipment sign posted.

3. Responsible persons.

- Must ensure that permission is granted from CO/HoE before they are brought in to a defence estate/ premises.
- Must ensure that all staff and children wash their hands before and after contact with the animals.
- First aid kits and first aiders must be readily accessible.



- Injuries causing a break to the skin example a bite must be referred to the GP in case of infection.
- PPE must be provided; when handling and disposing of waste. Appropriate bins and bags must be in place for disposal of all animal waste. (gloves, aprons, masks etc)
- Appropriate cleaning equipment and cloths are available, to maintain high hygiene standards. (disinfectant spray, disposable cloths, brushes, scoops etc). Appropriate COSHH data sheets and RA's completed.
- Electrical equipment for example fish tanks must be PAT tested and installed by a qualified person following the manufacturers recommendations.

4. Responsibilities;

- Proof of vaccinations and vet's visits must be kept up to date.
- A register of contact must be kept in regard to the animals
- A Cleaning record must be kept. COSHH and contact visit.
- Written procedures to show the animals welfare (food storage, bedding etc)

Legislation;

RSPCA animal welfare in education

Health and safety at work ACT

JSP375 Vol 1 chapter 38

Animal health ACT

Animal welfare ACT