

SAFETY Risk Assessment and Management Plan

Managing GHS School Support Dog/s

| | |
|--------------------------|---|
| Name of workplace | Gorokan High School |
| Workplace manager | Matthew Boake (Principal) |
| Activity, event, or task | School Support Dogs (ongoing) Zephyr and Huey |
| Date of activity | Ongoing (updated Feb 2023) |

| Situation List the details of the activity, event, or task | Anticipate What could go wrong? | Find out What current controls are in place? | Risk rating | Eliminate or control What else can be done to control this risk? | Residual risk rating | Talk to others Controls to be actioned by who? | You When do you need to review the control? |
|---|--|---|-------------|---|----------------------|--|---|
| Allergic reaction to dogs | Students, staff, or members of the public may have an allergic reaction to the dog. | <ul style="list-style-type: none"> First aid plan in place ASCIA training completed First aid training completed | 4 | <ul style="list-style-type: none"> Provide a list of students or staff that have pet allergies. Stop the program if an anaphylactic diagnosis is identified. Ensure the General ASCIA Action Plan for Anaphylaxis (the emergency response plan) and emergency adrenaline injector are in appropriate locations. Ensure all staff are up to date with anaphylaxis and CPR training. Report any incidents to the Incident Report and Support Hotline: 1800 811 523. | 5 | <ul style="list-style-type: none"> Deputy Principal, HT Welfare and Primary Carer Deputy Principal, HT Welfare and Primary Carer Principal and WHS Principal, Deputy Principal, HT Welfare and Primary Carer | <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> |
| Staff and/or students approaching the dog | <ul style="list-style-type: none"> The dog may be startled, react aggressively or defensively, pull away, jump up, run off, obstruct passageways, or trip up staff or students. Students may provoke the dog to engage or react to another | <ul style="list-style-type: none"> Students and staff are briefed prior to any dog arriving at the school, and students are supervised while handling animals. Dogs are regularly checked by their owners to ensure they are in good health, in good temperament, and fed before entering the school. Staff and students are | 4 | <ul style="list-style-type: none"> Dogs are approached from the front in sight of the dog with a hand held out. Dogs are to be sitting or standing calmly if a new student first approaches the dogs. The dog is always on a lead if the dog is taken for a walk within or outside school grounds. Students are always given permission to walk dogs or engage with dogs before they | 5 | <ul style="list-style-type: none"> Primary Carer Deputy Principal, HT Welfare and Primary Carer Deputy Principal, HT Welfare and | <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> |

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| | student. | instructed on how to approach dogs calmly, for example, not from behind, or with any sudden or arousal behaviours. | | do so. <ul style="list-style-type: none">Students are instructed not to engage other students with the dog who do not have permission. | | Primary Carer <ul style="list-style-type: none">Deputy Principal, HT Welfare and Primary Carer | Ongoing Ongoing |
| Dogs getting over excited when interacting with children | <ul style="list-style-type: none"> The dog could injure a student, staff, or community member. A child could be knocked to the ground. A child could be scratched by the dog. A child could be bitten by the dog. The dog becomes overexcited, runs frenetically, jumps, plays tug-of-war, may cause trips or falls, and/or chases after balls, sticks, ropes, or other sports equipment. | N/A | 4 | <ul style="list-style-type: none"> The dog will always be in the care of a responsible adult and will never be allowed to roam freely around the school premises without supervision Dog handlers will be advised to limit dog play in ball/play areas or areas of high student activity. The dog will also undergo conditioning to the school classroom environment. This training will include future therapy or reading sessions that involve the school dog so that the sessions can be done in a calming/therapeutic manner. The risk of scratching and biting will reduce and the risk assessment will be reviewed as the dog progresses through its training. All staff will have been introduced to the dog and be told of the expectations of having a school dog. Students and staff will be trained in "responsible pet" training annually and before the beginning of project. Clear rules and protocols regarding student interactions with the dog will be developed and implemented. Interactions with the dog are supervised by an adult. There will be a clear, sequenced introduction of the dog to the school | 5 | <ul style="list-style-type: none"> Deputy Principal, HT Welfare and Primary Carer Primary Carer Primary Carer Primary Carer Deputy Principal, HT Welfare and Primary Carer Primary Carer Primary Carer | Immediate Ongoing Ongoing Immediate Ongoing Ongoing Ongoing Ongoing |

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|---|---|--|-------------|---|----------------------|--|--|
| | | | | environment. | | | |
| | | | | <ul style="list-style-type: none"> A location will be established where the dog can remove itself or be removed from interactions with students. Lead and securing procedures will be established. | | <ul style="list-style-type: none"> Deputy Principal, HT Welfare and Primary Carer | Ongoing |
| Dogs resting or sleeping | The startled dog reacts in a sudden and unpredictable way. | The dog response plan is communicated to all staff and students. | 4 | <ul style="list-style-type: none"> The dog's resting and sleeping bed will be located out of the way of high traffic areas, or in the office or staff room. Students and staff are not to intentionally disturb the dog when it is resting or sleeping. If the dog chooses to rest or sleep in a classroom or student activity area, students are not to deliberately rouse or wake the dog, or engage in noisy loud activities or sudden movements that might startle the dog. | 5 | <ul style="list-style-type: none"> Deputy Principal, HT Welfare and Primary Carer Deputy Principal, HT Welfare and Primary Carer | Ongoing Ongoing |
| Dogs moving about within the school | <ul style="list-style-type: none"> The dog is spooked or startled. The dog jumps. The dog runs about. The dog chases other animals (birds, cats, lizards, and so on). The dog refuses to move to where it is intended. | The dog is constantly monitored and directed to where it is intended. | 4 | <ul style="list-style-type: none"> The dog is to be kept on a lead or harness at all times while moving around the school. The dog is under the supervision of the owner or responsible adult and not students. The dog is to be led and not dragged or forced to move. If the dog is reluctant to move, investigate the reason. Settle the dog with gentle assurances and move on. | 5 | <ul style="list-style-type: none"> Primary Carer Primary Carer Primary Carer | Ongoing Ongoing Ongoing |
| Hygiene of students and staff | <ul style="list-style-type: none"> Students could get sick from contact with the dog. Possible hygiene issues could be licked skin, transfer of contaminants when patting, and/or dirty hands. | General hygiene procedures in place at school for example, handwashing procedures. | 5 | <ul style="list-style-type: none"> Handwashing procedures are done after contact with the dog, including using disinfecting hand wash and providing student lessons. A designated area, procedures, and equipment are given for cleaning dog waste. The dog is fully vaccinated, with up-to-date worm, flea, and tick control, including control for hydatid tapeworm. | 6 | <ul style="list-style-type: none"> Primary Carer Primary Carer Primary Carer | Ongoing Ongoing Ongoing |

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| | | | | Copies of documentation are to be kept at the school. • The dog is regularly groomed and cleaned. | | • Primary Carer | Ongoing |
| Health of Dogs | The dog could become sick or bring illness to the school. | The dog has annual veterinary appointments, including vaccinations. | 5 | The dog's health is monitored daily and does not attend the school if sick. | 6 | • Primary Carer | Annually |
| Outside animals or people upsetting or injuring the dog | <ul style="list-style-type: none"> • Outside dogs or other animals could enter the school and attack the school dog. • Unfamiliar visitors do not follow the rules and protocols associated with interacting with and caring for the dog. | N/A | 4 | <ul style="list-style-type: none"> • The school community is informed of the dog in school through newsletters and social media. • The school gates are shut if dog is off leash with supervising teacher during 'down' time. | 5 | <ul style="list-style-type: none"> • Deputy Principal, HT Welfare and Primary Carer • Deputy Principal, HT Welfare and Primary Carer | Ongoing Immediate |
| Threatening behaviour by dogs toward other animals | The dog displays threatening, harmful, jealous behaviour towards other animals/birds/fish that may be present in the school or in the playground area. | The staff and dog handlers are advised when/where other animals are in the school. The dog is moved indoors if it threatens or attacks wildlife in the playground. | 4 | The dog is on a lead when outdoors or if taken near other animals, fish tanks, birdcages, and so on. | 5 | • Deputy Principal, HT Welfare and Primary Carer | Ongoing |
| Feeding of dogs | <ul style="list-style-type: none"> • The dog could bite someone while they are trying to feed the dog. • The dog could get sick from excess or inappropriate food. | N/A | 4 | <ul style="list-style-type: none"> • The dog will not be fed by anyone, with the exception of the handler, at any time at school without prior permission from parent/carers. • Water will be clearly available for the dog in various areas around the school. | 5 | <ul style="list-style-type: none"> • Deputy Principal, HT Welfare and Primary Carer • Deputy Principal, HT Welfare and Primary Carer | Ongoing Ongoing |
| Dogs toileting | In an unhygienic or contaminated area, the dog becomes stressed or alarmed and urinates. | Solid bowel movements are to be picked up and accidents are attended to immediately. | 4 | <ul style="list-style-type: none"> • The dog will be trained to urinate and defecate in a specific area away from students. The area is monitored and cleaned up immediately after use. • Clean-up and disinfectant materials will be | 5 | <ul style="list-style-type: none"> • Primary Carer • Primary Carer | Ongoing Ongoing |

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|---|--|---|-------------|--|----------------------|--|--|
| | | | | <p>available on standby in case of dog toileting accidents in or out of student areas.</p> <ul style="list-style-type: none"> A responsible person will be designated to take the dog out for regular toilet breaks. | | <ul style="list-style-type: none"> Primary Carer | Ongoing |
| Dog escaping from school | <ul style="list-style-type: none"> Dog could escape school and injure people or animals outside the school. Dog could be injured outside school. | N/A | 4 | <ul style="list-style-type: none"> There will be an induction process for dogs to ascertain the likelihood of escape and judge whether the dog has an appropriate temperament for the school context. The gates remain shut at all times with the exceptions of deliveries and staff/community entering and exiting. Lead and collar systems are in place for securing the dog. | 5 | <ul style="list-style-type: none"> Deputy Principal, HT Welfare and Primary Carer Deputy Principal, HT Welfare and Primary Carer Primary Carer | <p>Ongoing</p> <p>Immediate</p> <p>Ongoing</p> |
| Record keeping and insurance | Litigation associated with dog related accidents at school will be recorded. | N/A | 6 | <ul style="list-style-type: none"> The Attendance Register will be maintained. The dog's medical records will be maintained and kept. An <i>Animal Research Authority</i> will be lodged annually. | 6 | <ul style="list-style-type: none"> HT Admin and Primary Carer Deputy Principal, HT Welfare and Primary Carer Deputy Principal, HT Welfare and Primary Carer | <p>Ongoing</p> <p>Ongoing</p> <p>Immediate</p> |

Relevant information attached: Yes ☐ No ☐

You should report, monitor, and review:

Prepared by: Tia le Clercq Position: IE Classroom Teacher Plan review date: December 2023

Sign-off authority: Roy Goodenough

Position: Deputy Inclusive Education

Contact number: (02) 4393 7000

Signature:

Kim Mclean

HT Welfare

Prepared in consultation with: Heather Bond

Likelihood criteria

| Qualitative criteria | Description |
|----------------------|--|
| Hazard is: | |
| Very likely | Will probably occur in most circumstances |
| Likely | Might occur occasionally |
| Unlikely | Could happen at some time |
| Very unlikely | May happen only in exceptional circumstances |

Consequence criteria

| Category | Impact |
|----------|--|
| Extreme | Death or permanent injury |
| High | Long Term illness |
| Medium | Medical attention and several days off |
| Low | First aid needed |

Table 1 – Likelihood criteria that a hazard is expected to occur

| Consequence criteria | Very likely | Likely | Unlikely | Very unlikely |
|----------------------|-------------|--------|----------|---------------|
| Extreme | 1 | 1 | 2 | 3 |
| High | 1 | 2 | 3 | 4 |
| Medium | 2 | 3 | 4 | 5 |
| Low | 3 | 5 | 5 | 6 |

Table 2 – Sign-off authority based on highest residual risk

| Criteria | Acceptability | Schools | Corporate |
|----------|---------------|---|--|
| 1 | Unacceptable | Principal to talk to staff about reducing the risk and contacts: <ul style="list-style-type: none"> Director Educational Leadership for review Health and Safety Directorate for review Legal as required. | Executive director or delegate to talk to staff about reducing the risk and contacts: <ul style="list-style-type: none"> Health and Safety Directorate for review Legal as required. |
| 2 | Undesirable | Principal to sign-off. Contacts: <ul style="list-style-type: none"> Health and Safety Directorate for review Legal as required. | Executive director or delegate to sign-off. Contacts: <ul style="list-style-type: none"> Health and Safety Directorate for review Legal as required. |
| 3 and 4 | Tolerable | School principal or delegate | Senior manager or director |
| 5 and 6 | Acceptable | School principal or delegate | Immediate supervisor or workplace manager |