

### Dogs at Work Policy

Policy owners	College of Medical Veterinary & Life Sciences
Policy holder	Director of Operations
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Policy Number	1.0
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## **Introduction**

1.1 The University of Glasgow College of Medical Veterinary and Life Sciences (hereafter referred to as MVLS) has developed a policy relating to the presence and use of dogs and other pets in campus buildings, which will lead to a consistent approach to staff and student well-being and teaching requirements.

## **2.0 Scope of the Policy**

2.1 The procedures outlined in this policy apply to all MVLS employees and MVLS building users, including students; the extended research community and those working voluntarily or under contract to The University of Glasgow.

## **3.0 Policy effective from 1<sup>st</sup> September 2015**

3.1 To ensure a consistent approach across the University's campuses, it is generally only acceptable to bring dogs or any pets into the work-place if the policy is observed and their presence satisfies specific conditions as described below.

## **4.0 Rationale**

4.1 There are clear Health and Safety issues that can arise including allergic reactions, and if the animal is not closely supervised or controlled injuries from tripping or even biting. Moreover, some staff, students and visitors may have a genuine fear of animals and this has to be respected.

4.2 Biosecurity and contamination issues related to live animals being close to wet laboratories dealing with human/animal tissue or pathogens.

4.2 The great benefit animals can bring to physical and emotional well-being is also acknowledged by this policy. It is appreciated that custom and practice has meant that it would be very difficult for some individuals to make arrangements for the care of these animals when at work if some flexibility were not permitted.

## **5.0 Conditions**

Whilst allowing a flexible approach to the policy of pets on campus it is important that staff are aware of the circumstances in which this is permitted.

5.1 The keeping of animals close to wet laboratory facilities is not appropriate. Laboratories that may be using animal (including human) biological material could be a source of, or subject to

contamination either through physical transfer or air borne routes. At the discretion of Research Director or Head of School, as appropriate, it may be permitted to keep animals in rooms or offices in areas that are not close to wet laboratory areas. For example an area that is in a linked or separate building.

5.2 Teaching: All animals kept on campus must be registered and should be available for teaching and demonstrating purposes if required. As such they should be registered with the Institute /School Head of Administration who will pass the information to the Clinical Skills Coordinator, School of Veterinary Medicine (Lissann Wolfe). Registered animals must be deemed suitable for teaching and be of good behaviour.

5.3 Dogs must be controlled at all times, and accommodated in the School of Veterinary Medicine's kennel facilities or other designated spaces with the specific approval of the relevant Head of School or Director of Institute. There are a small number of kennels available at the Garscube site but it is acknowledged that there is a requirement for additional dogs. Dogs can only be kept in other rooms including offices with the permission and the active approval of those sharing that general space. The individual staff member will be responsible for any damage to furnishings or fabric of the room caused by the animal kept there. Spaces used to accommodate dogs or other animals must be specifically approved by the by the relevant Head of School or Director of Institute.

5.4 In addition to teaching animals, service or assistance dogs required by staff in order to perform their jobs will also be permitted on campus but should be registered with the relevant Head of Administration.

5.5

## **6.0 Audit Assessment Compliance**

6.1 This policy has been drafted and audited to comply with the principles of the Human Rights Act. Equality and diversity issues have also been considered to ensure compliance with Equality legislation and policies. In addition Data Protection, Freedom of Information, Management of College Information and Health and Safety issues have been considered. Adherence to this policy will therefore ensure compliance with all relevant legislation and internal policies.

## **7.0 Review and Ownership**

7.1 The review of the contents of this policy is the responsibility of the Director of Operations. Review of the policy will be undertaken every two years.