

Appendix B: Risk Assessment Template

Making risk assessments in the workplace is covered by the *Management of Health and Safety Regulations 1999*. There is no law about how risk assessments should be done or recorded, although the HSE has issued [guidance](#) on these.

Although some risks cannot be prevented, you should always look to eliminate a risk where it is possible. Controlling risks that cannot be prevented should be focused on doing what is “reasonably practicable”, with the aim to protect anyone likely to encounter the risk. No risk is averted by the amount of writing in a risk assessment. Be brief and to the point. For guidance on using the risk assessment, see table and explanations below. Use one of the two following templates as best suits the risk you are assessing.

Risk Assessment title and reference				Therapy dog on site- Ru				
ACTIVITIES: (What will you be doing and with whom?)				Pets as Therapy (PAT) practitioner and owner of the dog (Karen Church) will participate in reading sessions with the dog and children in school. Sessions will also be supervised by a member of school staff.				
DATE OF RISK ASSESSMENT:				Date completed:	January 2026	Date to be reviewed: (Max timeframe 1 year)	January 2027	
STAFFING: (Staff deployment, responsibilities, expertise, etc.)				Tracey Parker (FSW) oversees the registered Pets as Therapy practitioner (Karen Church) and owner of the dog . 2 hours of reading therapy sessions with children will be covered by separate Pets as Therapy guidelines and insurance.				
Aspects to Consider (List only actual hazards/issues related to planned activities)	Who is Affected/What Might Happen? (Staff, students, visitors etc.)	Inherent Likelihood & Severity (See table at end of doc)	Inherent Risk Score (Likelihood X Severity)	Control Measures (How you will reduce the risks and whether they are already in place or not e.g. guards on machines already in place or need to wear PPE eye wear/gloves)	Are Control Measures in Place? If Not Who Will Implement? (Staff member names or job roles)	Remaining Likelihood & Severity (See table below)	Residual Risk Score (Likelihood X Severity)	When Done & By Whom?
Hazard 1: Dog getting over excited when interacting with children.	Child/staff bitten by dog.	2:3	6	All staff and children will be introduced to the therapy dog and they will be clear of expectations when near to them.	Yes	1:2	2	19/01/26 TP

	Child/staff knocked to the ground.		The dog is trained not to jump up or bite. He will always be in the care of PAT practitioner and will never be allowed on or around the school premises unsupervised. The therapy dog will always be on a lead when he is in school. Children are not left alone with the therapy dog. Pupils will be taught how to read dog behaviour and the impact of their actions. This will be through 1:1 interactions and class assemblies. Pupils will be taught what to do to prevent the dog from chasing them or jumping up (stand still with arms across their body). Children will be supervised to walk the dog on the school site, PAT practitioner will always hold the lead and Poo bags will always be carried when the dog is on site. Any dog excrement will be collected immediately. This will be disposed of off-site in an allocated bin. Children will be given the choice to stroke the dog and or feed him a treat. They will be shown how to do this				
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	Child/staff scratched by dog. The dog being a trip hazard.			safely with a flat hand. Regular reminders will be given to wash hands to model good hygiene routines. The therapy dog will attend the groomers regularly to make sure her claws are kept short. The registered handler will always have the therapy dog under control on a short lead to avoid her being tripped over.				
Hazard 2: Dog hair causing allergies.	Children/staff have an allergic reaction.	4:4	16	The therapy dog is regularly groomed. This will minimise the chance of an allergic reaction. Parents will be asked to inform the school of any known allergies prior to the introduction of the dog in school. A list of any children who should not interact with the dog will be kept by Mrs Parker and office staff. Staff members will also notify the school of any allergies if they are in close proximity to the therapy dog.	Yes	2:4	8	19/01/26 TP
Hazard 3: Children catching disease from the dog.	Children/staff contract diseases that can be spread by dogs.	2:4	8	Children will be taught to wash their hands after active participation with the dog. Wounds on exposed skin will be covered.	Yes	2:1	2	19/01/26 TP

				All immunisations for the therapy dog will be kept up to date. Flea and worming treatments will be completed regularly by the PAT practitioner. If the dog is sick he will not be brought on to the school site. The dog will never go into the kitchen area or where food is being prepared or consumed.				
Hazard 4: Loud Unexpected noise distresses the dog who becomes unpredictable and may bark.	Fire alarm rings.	4:2	8	The dog will be signed in and out the school so that the fire marshalls know when he is on site. The PAT practitioner will be responsible for calmly removing the dog to the designated evacuation point.	Yes	2:1	2	19/01/26 TP
Hazard 5: Child/member of staff are distressed.	The dog is barking.	2:1	2	Ru is already trained as a therapy dog and is comfortable working in a busy school environment. This will reduce the risk of him barking.	Yes	1:1	1	19/01/26 TP
Hazard 6: Child/member of staff distress caused by close proximity to the dog.	Dog phobia of child or adult in school.	4:3	12	Parents will be asked to advise the school if their child is scared to be in close contact with the therapy dog. Children always have the choice to interact or opt out of a session. Visitors will be advised when the therapy dog is on site and removed from the area if requested.	Yes	2:2	4	19/01/26 TP

				Clear notification in reception area and on the school website when the therapy dog working in school.				
Hazard 7: A claim is made against the school re behaviour of the dog.	School not adequately covered financially.	5:4	20	While working directly with the children as a registered PAT (Pets as Therapy) dog, the school is covered by the charity's liability insurance. This is renewed annually and a copy is kept in the school office.	Yes	2:1	2	19/01/26 TP
Health and Safety Duty Holder name:	Malcolm Warriner			Signature:			Date:	19/01/26
SMT/SLT name:	Tracey Edwards			Signature:			Date:	19/01/26

Please rate the **Risk Severity** and the **Risk Likelihood** using the below table both before and after the Control Measures.

	Risk Likelihood						Likelihood and severity form a ratio created by taking the number affixed to the relevant level of each in the white box – for example a “near impossible” risk likelihood and” minor injuries” risk severity would form a ratio of 1:2. These figures are then multiplied to form the inherent risk score, in this case 2. Repeat this process to ascertain your remaining likelihood and severity after control measures and then multiply the ratio to find your residual risk score.
Risk Severity	Total Risk calculation table	1: Near impossible	2: Unlikely	3: Notable chance	4: Likely	5: Almost certain	
	1: Insignificant	1	2	3	4	5	
	2: Minor injuries	2	4	6	8	10	
	3: Notable injuries	3	6	9	12	15	
	4: Major injuries	4	8	12	16	20	
	5: Fatal	5	10	15	20	25	

Risk Rating Calculation

Total Risk = Remaining Risk Severity X Remaining Risk Likelihood

A **Total Risk** score of **1-9** should mean you are safe to undertake the activity as long as the required control measures are in place throughout.

A **Total Risk** score of **9-12** should mean you reconsider control measures, method or even necessity of activity before undertaking it.

A **Total Risk** score of **13-25** should mean you do not undertake the activity at all until you have completely reconsidered how to deliver it safely.

Please Also Note

All risk assessments should be approved and signed by SMT/SLT/line management as appropriate.

All accidents and incidents must be recorded in line with the school/academy's policy.

Also report near misses – not just accidents or incidents