

STANDARD OPERATING PROCEDURES



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**SOP_11_2024_EY_Animals in
EY settings**

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JSP 375 Vol 1 Chapter 38 Animals in the workplace

Health and safety at work act 1974

Animal Welfare act 2006

2. Introduction

This SOP outlines the regulations for all Animals in DCS EY Settings

2. Context

- To comply with JSP 375 Vol 1 Chapter 38 Animals in the Workplace, to ensure adherence to the Health and Safety at Work etc Act 1974 in ensuring the safety, health and welfare, so far as is reasonably practicable, of personnel and others; and to comply with the Animal Welfare Act 2006.
- To ensure that all animals are purchased/procured appropriately, are cared for and kept safe at all times, that their welfare and hygiene requirements are met to a high standard and that personnel on site are safe from harm from animals. Exceptions to this SOP regarding animals being on school/setting premises are assistance animals and animals used in the management of defence business such as police dogs or regimental mascots.

3. Scope

- This SOP will take effect from 14th October 2024 for all DCS EY locations, DCS EY Personnel and Contractors

4. EY aims

- From the purchase/procurement of the animal for the duration of its life/time spent at the school/setting. To ensure the welfare of the animal is paramount at all times, to reduce the risk of infection, and to ensure the necessary knowledge of animal care is in place.

5. Responsible persons

- Setting Manager and SLT in the Early Years Setting
- Setting SHEF Co-ordinator

6. Responsibilities

- Setting Manager
 - Must ensure that permission is granted from CO/HoE before animals are brought into defence estates/premises, with the exception of those at bullet 4 above.
 - Must ensure only domesticated animals native to the host nation are kept on the premises.
 - Must ensure that behavioural issues affecting the safety of the environment for personnel and for the animal, are considered and appropriate action taken.
- Setting SHEF Co-ordinator
 - Must ensure that all staff and children are aware of and adhere to school/setting procedures on caring for the animals, that relevant first aid procedures in the event of an

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incident are followed, that PPE is available where applicable, and that allergy advice is displayed, and first aid equipment is signed posted and readily available.

- Must ensure that appropriate cleaning equipment is available, to maintain high hygiene standards. (disinfectant spray, disposable cloths, brushes, scoops etc) and that appropriate COSHH data sheets are available.
 - Must ensure that electrical equipment, for example fish tanks, are PAT tested and installed by a qualified person following the manufacturers recommendations.
 - Must ensure that all animals are fully vaccinated where applicable.
 - Must conduct a specific risk assessment for each type of animal to ensure that they are suitable for a school/setting environment, and that the environment is suitable for the animals.
 - Must ensure that all visitors, children and staff are aware of the handling procedures, these must be displayed within the area that the animals are kept and that written procedures to show the animals welfare (food storage, bedding etc) are available and are adhered to by all staff.
 - Must ensure that proof of vaccinations (where applicable) and vet visits are recorded.
- Room Leaders/Teachers & Key Persons/Support Staff
- Must ensure all staff are aware of the risk assessments and have read and understood them.
 - Must ensure that the care rota is adhered to and that the animal's welfare needs are met.
 - Must inform the SHEF Co-ordinator of concerns to the animal's welfare – such as signs of infection, and of procedures required in order to maintain the welfare of the animal – such as claw trimming.
 - Must ensure that the register of contact and cleaning is completed.