

Operational Policy and Guidance

Animals (Pets) in the Workplace

1. Introduction

- 1.1 The University is responsible for assuring the health and safety of all staff. In keeping with this objective, the University does not permit staff to bring any animals, including household pets to work.
- 1.2 This policy applies to all the University's workplaces as detailed in 3.1
- 1.3 The University seeks to provide a pleasant and professional working environment for all staff.
- 1.4 Animals may pose a threat of infection and may cause allergic reactions in other staff. Some staff may be phobic or feel threatened or be distracted by the presence of animals. In addition, the University wishes to prevent pets from fouling the workplace, introducing pests (fleas, ticks etc), damaging property or compromising the University's high standards of biosecurity.

2. Use of Campus Grounds – Dogs Policy

- 2.1 The University's Use of Campus Grounds – Dogs Policy describes the policy regarding the use of campus and other areas leased or owned by the University of York for purposes of exercising, or other recreation with dogs. This applies to staff and visitors to the University campus and may be found at <https://www.york.ac.uk/admin/estates/operations/business/Informationportal/A-ZDocuments/Dogs%20Policy%20v2%202018.pdf>

3. Policy

- 3.1 It is the policy of the University that - with the exception of assistance dogs - animals should not be brought into the workplace. The workplace includes but is not restricted to the following:
 - Offices
 - Laboratories
 - Kitchens and bar areas
 - Workshops, studios or other areas where tools or machinery are located or used, even when not currently in use
 - Any areas where chemicals, dyes, cleaning fluids or other substances covered by CoSHH regulations are in use or stored
 - Storage cupboards
 - Capital works/project or refurbishment/construction areas
- 3.2 An assistance dog is one which has been specifically trained to assist a disabled person and has been qualified by one of the organisations registered as a member of Assistance Dogs (UK) or an equivalent organisation in another country.
- 3.3 This policy applies across all University workplaces. Animals must not be left alone in parked vehicles at any time. If a dog suffers or dies as a result of being left in a hot car, their owner can be prosecuted for neglect or cruelty under the Animal Welfare Act 2006

4. Implementation

- 4.1 The workplace is not designed to accommodate animals and the precautions in place to control risks do not cover animals.
- 4.2 Any individual with a grievance regarding an animal in the workplace should bring the matter to the attention of their manager.
- 4.3 The University's disciplinary procedures may be followed if a member of staff fails to comply with this policy.
- 4.4 The University reserves the right to allow animals onto University premises under special schemes on a case by case basis.