



Care Ashore

Pet and Animal Policy

Version 1 created	September 2019
Implemented	September 2019
Review Date	September 2020
All policies and procedures location	Staff office at Care Ashore
Date Published on Care Ashore website	



Objects of the charity

Are, for the public benefit, to provide exclusively charitable support services and grants to:

- Those men and women who are or have been seafarers, and their dependents, who need assistance by the provision of accommodation, financial allowances or grants and in other such ways as the board think fit.
- Those men and women who are or have been seafarers and who are sick, disabled, aged or infirm or those who require rest or convalescence by the provision and maintenance of a convalescent home or rest home or in other ways as the board think fit.
- To extend its services to those persons having an appropriate connection with the sea as the board think fit, that includes potential visitors and their families to Care Ashore.

Aims:

At Care Ashore we believe people of all ages benefit from the contact with safe animals. Residents and staff with their own pets, from September 2019 will be able to bring their pets into all areas (accept the dining room and kitchen) at Care Ashore and if they want to share with other residents who are unable to keep a pet, there will be plenty of opportunities to do so, bringing joy, comfort and companionship to many individuals who appreciate being able to touch and stroke a friendly animal.

Care Ashore will work in partnership with external agencies to provide animal visits to residents such as <https://petsastherapy.org/>

Due diligence checks will be carried out on external visiting partners whom will access to Care Ashore residents and staff and copies of their adult safeguarding policy requested before contact is agreed. This will accompany Care Ashore policy and risk assessment. Details of these will be kept in G:/Drive Pets and Animals Folder.

However, having a pet or animal in the home is a commitment to the senior management team, all staff as well as residents and the decision to have an animal or pet on site will be carefully considered.



Every reasonable precaution will be taken to protect residents, visitors and staff from harm and hazard likely to cause injury.

Care Ashore policies and procedures will be followed in relation to health and safety.

Care Ashore will provide a safe and hygienic environment that minimises the risk of any person being harmed by an animal.

This policy includes pet's belonging to residents, management, staff, service pets, animals visiting the home and wildlife found and cared for by the staff team at Care Ashore.

Implementation:

- Animals or pets will only be allowed as visitors in the main house. The annexe rooms are unsuitable for resident pets.
- Guest rooms 1-4 will be pet friendly for small dogs, the owner must provide suitable bedding, water and food bowls for their pet, dogs are not permitted to sleep on the beds, there will be a £10 additional fee for staying dogs to cover cleaning costs, only one small dog per room will be permitted (under 10kg). Guest rooms 5-8 will not allow pets.
- All new tenants and visitors with animals or pets requesting to visit or live at Care Ashore with a pet will have to complete a risk assessment, if the tenant signs to say their pet is not aggressive and they do not disclose the truth and the pet goes on to bite someone then the tenant is fully accountable and liable to prosecution. Care Ashore Trustees, management and staff are not accountable.
- Where the owner discloses that their dog has previously been aggressive or has bitten someone they agree to placing a muzzle on the animal in all public places and whilst walking in their pet in the grounds of Care Ashore.
- The Manager will request a copy of veterinary clearance before agreeing to accept any new residents in the cottages, houses or bungalows with pets.
- Risk assessments for contact with animals and pets will be completed where necessary for people residing at Care Ashore.
- Residents will be supported by staff where necessary to have access to any animal or pet at or visiting Care Ashore.
- Any animal or pet kept at residents' homes will be regularly fed, cleaned, vaccinated, checked and treated for fleas and wormed. Any animal in a cage will have its cage cleaned daily, fish tanks will be cleaned and cared for correctly.
- Animals or pets will not be allowed in the kitchen and food preparation areas or dining areas at Care Ashore other than in the garden marquee by prior agreement.
- Animals will not be allowed to enter the water of the fishing lake or the Japanese water garden.



- All dogs must be kept on the lead where there are cattle in fields adjoining their walking area.
- All excrement will be removed and disposed of immediately and correctly both within the resident's homes, grounds and in public areas.
- Any member of staff or resident handling the animal or pet will immediately wash their hands after they have finished handling the animal or pet.
- Wildlife found in the grounds of Care Ashore that may be injured will be reported to the RSPCA.

Other considerations

- Some visiting animals, birds and reptiles may carry germs that can be passed on to humans and cause illness. If there are any such concerns staff will contact the vet or RSPCA
- Staff bringing in pets to work at any time will be responsible for the welfare of the animal or pet at all times.
- There may be possible damage caused by the animal or pet in the home or garden and this will be recorded in the maintenance log.
- Exits to and from the main building and exits from the gardens into public areas may need to be made secure in order for the animal or pet not to escape.
- Staff and residents may have allergies to certain animal or pets, due care and attention must be given at all times.
- All animals and pets will have different temperaments and it may be necessary for Staff and residents to be asked to remove their animal or pet from Care Ashore.
- The animal or pet will need to be insured to cover incidents, accidents and ill health.
- Residents with pets must state in their support plan who they want to take care of their pet if they are hospitalised or can no longer care for their pet.

Animals in the main building - procedure

Before we allow any animal in the main building, we will put the following safety measures in place.

- A risk assessment will be completed and acted upon before any animal is allowed in the main building or garden. **(see Annexe A)**
- All visitors, residents and staff will be given advance details of any animals that may be at Care Ashore, including as part of their activity programme.



- Residents will be able to request a pet visit in their home by contacting the main office.
- All persons with parental responsibility will be asked for their written consent before a child or young person visiting Care Ashore can pet animals.
- All staff will be given adequate information on caring/feeding and handling the animal.
- Any animal visiting the home will be the responsibility of the owner, keeper or suitable member of staff at all times.
- Any animal living at Care Ashore will be the ultimate responsibility of the resident it belongs to.
- Care Ashore will adhere to RSPCA recommended welfare standards for any animal.
- All dogs visiting the bar/social room must be dry and clean and kept on a short lead. Owners with dogs that are disruptive will be politely asked to leave. Dogs will not be allowed in the snug bar.
- Care Ashore will help residents with pets seek veterinary care for any pet that appears to be unwell and all appropriate registrations, vaccinations etc will be kept up to date and details recorded in their main file.
- To protect staff, residents, children and young people from cross contamination when handling animals any pre-existing skin lesions or wounds will be covered with appropriate dressings.
- Visiting children and young people will be supervised at all times by their primary care giver when they are in contact with animals and be given specific instructions about how they can stay safe if necessary.
- A first aid kit will be available nearby as will a trained first aider.
- All Care Ashore staff and residents will follow strict handwashing procedures before and after handling animals and again before eating food.

ANNEXE A (G:/DRIVE RISK ASSESSMENTS FROM 2019)

Pet and Animal Risk Assessment Form

This form is intended for completion by the owner/keeper of the animal or pet.

NB: One form should be used for each dog and passed to staff in the main office for filing.



BASIC DETAILS

Name of owner/s			
Name of Pet/dog			
Sex	Male/Female	Neutered?	Yes/No
Date of birth		Age	
Breed			
Breed information			

PERSONALITY AND HISTORY

Describe the pet/dog's personality and general behaviour
Describe what is known about the pet/dog's history



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LIVING ARRANGEMENTS, TRAINING AND ROUTINES

Where does the pet/dog live and sleep?

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What are the pet/dog's daily routines?

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Has the pet/dog been formally or informally trained?

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To what extent will the pet/dog follow basic commands?

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HEALTH AND HYGIENE

What are the arrangements for feeding the pet/dog?

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Where does the pet/dog toilet? (all dogs visiting Care Ashore MUST be house trained)

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Does the pet/dog have routine vaccinations and preventative treatment for worms, fleas and lice, etc?

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Is the pet/dog registered with a vet?

Yes/No

Is the pet/dog covered by health insurance or other arrangements?

Yes/No

If the answer is 'yes' to either of the above, then provide details below

Details/any further information in relation to health and hygiene

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SAFETY

How does the pet/dog respond to other animals/dogs?
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How does the animal/dog respond to unfamiliar people in public?
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What contact does the animal/dog have with adults and children and how does s/he respond to them?
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SAFETY CHECKLIST



Has the pet/dog ever bitten anyone?	Yes/No
Has the pet/dog ever snapped or snarled at anyone?	Yes/No
Has the pet/dog ever shown signs of aggression to anyone?	Yes/No
Has the pet/dog ever fought with another animal/dog other than in play?	Yes/No
Does the pet/dog chase and/or kill small animals?	Yes/No
Is the pet/dog scared by loud noises or raised voices?	Yes/No
<i>If the answer is 'yes' to any of the above, then provide details below and give careful consideration as to whether your pet is suitable to visit or live at Care Ashore.</i>	
Can the owner touch the pets/dog's food bowl when eating?	Yes/No
Can the owner remove toys from the pet/dog if very excited, without aggression?	Yes/No
Does the pet/dog tolerate being stroked?	Yes/No
Can the owner push the pet/dog around in a playful manner?	Yes/No
<i>If the answer is 'no' to any of the above, then provide details below and give careful consideration as to whether your pet is suitable to visit or live at Care Ashore</i>	
Details/further information	

STAFF OBSERVATIONS (office use only)

Observations of the pet/dog during visits to Care Ashore, including any



comments on behaviour, hygiene or safety.

What action, if any, needs to be taken to reduce any foreseeable risks?

Owners Declaration

- The information provided above is factually correct and I/we have shared fully and honestly all the relevant information regarding our pet/dog.
- I/We understand and accept the guidance provided in the Care Ashore Pet and Animal Policy.
- I/we undertake to provide any necessary supervision of the pet/dog to minimise risk of harm to either.



Any comments	

Print Name of owner/responsible person	
Date	
Signature of Owner/responsible person	
Date	

Name of person completing the form	
Signature of Care Ashore manager	
Date	



Review

This policy will be reviewed every 2 years or as and when there are changes in legislation relating to pets and animals at Care Ashore.

All current management, including trustees and staff have read and understood the contents of this policy and all new staff will be required to read and sign this policy during their induction to Care Ashore.

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