



ANIMALS ON CAMPUS

Health, Safety and Compliance Arrangement

December 2025

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Introduction

The University of Portsmouth values the diversity of its staff and students and is committed to providing and maintaining an environment that is welcoming for all. In line with the Equality Act 2010, the university works to identify the support needed and make reasonable adjustments for those with disabilities to promote and advance equality and provide a safe and inclusive place for work and study.

Assistance dogs are fully protected under the Equality Act 2010 and are allowed into all public spaces including cafés and restaurants. The university welcomes assistance dogs onto university-owned or controlled premises (including halls of residence), but does not permit any other dogs, animals or pets.

Emotional support dogs, therapy dogs or any other support animals are not protected in the same way under UK law and therefore will not be permitted. However, as part of an event, they may be considered subject to the appropriate assessments and documentation.

Scope

This arrangement applies across all areas of the university, the services that it provides and to all staff and students connected to the work undertaken by the university.

Definitions

Assistance Dog - A dog that has been specially trained to aid an individual with a disability. Guide dogs are the most common type of assistance dog, used by individuals who are blind or visually impaired. Other conditions may also use assistance dogs, such as hearing loss, epilepsy, or seizure-related disorders.

Emotional Support Dog - A pet dog that provides comfort and companionship to a person with a mental health disability. While the University recognises the well-being benefits these dogs can offer, they are not classed as assistance dogs under UK law and therefore are not permitted on University premises on a routine basis.

Therapy Dog - Trained to provide affection and comfort to others, typically through third-party providers. Current UK law does not regard therapy dogs as assistance animals; therefore, they will not be accepted as permanent companions. However, they may be considered for specific events following suitable assessment and documentation.

Handler - The handler is not always the owner, as the dog may be owned and provided by a charity or organisation. Whilst on university premises, the handler is responsible for the welfare and behaviour of the dog.

Responsibilities

Health, Safety and Compliance

Health, Safety and Compliance are responsible for:

- Demonstrating compliance with regulatory requirements.
- Protecting the health and safety of staff and students, contractors and visitors by ensuring appropriate measures are in place for the use of assistance dogs on university premises.
- Providing advice on the assessment, monitoring and management of risks, and supporting the implementation of suitable control measures related to the presence of assistance dogs at the University.
- Investigating incidents of non-compliance with this arrangement, including any reported ill health, accidents or concerns involving assistance dogs on university premises.
- Reviewing all documentation submitted as part of the assistance dog registration process upon receipt.
- Ensuring that details of assistance dog evacuation are included as part of the personal emergency evacuation plans (PEEPs).
- Notifying Disability Advice that an assistance dog is on site, so they can ensure that appropriate adjustments to support the welfare of both the student and the dog are agreed and recorded, and made available to staff through the adjustments view in SITS.

Occupational Health

Where a health problem may have been caused or exacerbated by work, Occupational Health should be contacted. Occupational Health services are provided by Cordell Health, who are responsible for:

- Providing advice, when a referral is made by a line manager, on reasonable adjustments for individuals with a disability who may require the use of an assistance dog.

Disability Advice

Disability Advice are responsible for:

- Ensuring that appropriate adjustments to support the welfare of both the student and the assistance dog are identified and agreed, where required.
- Recording these adjustments on SITS so that the information is available to relevant staff.

Estates and Campus Services

Estates and Campus Services are responsible for:

- Ensuring suitable and safe access for assistance dogs so they can effectively support their handlers while on university premises.
- Ensuring external waste bins are regularly emptied.
- Providing a point of contact for cleaning where required, in cases where the dog handler is unable to adequately clean up after their assistance dog.
- Liaising with University Security to ensure appropriate out-of-hours or residential access for assistance dogs and their handlers.
- Ensuring restricted or sensitive areas, such as laboratories, catering zones or workshops, are clearly identified. These areas must be risk-assessed by Health, Safety and Compliance in collaboration with the handler to ensure safety.

Deans, Heads and Senior Managers

Deans, Heads and Senior Managers are responsible for ensuring:

- This arrangement is effectively communicated and implemented in their areas of

responsibility.

- Appropriate controls are in place and monitored to ensure a safe working environment.

Managers and Supervisors

Managers and Supervisors are responsible for ensuring:

- This arrangement is effectively communicated and implemented in their areas of responsibility.
- A risk assessment is completed if additional hazards are identified.
- Appropriate controls are implemented to maintain a safe working environment.
- Provisions are in place to ensure the handler has sufficient breaks to carry out welfare activities for the assistance dog.
- Workplaces are regularly inspected for hazards and obstructions that may reduce access for the assistance dog or handler.
- Suitable and sufficient arrangements are in place for staff or students who may have allergies or fear of dogs.

Assistance Dog Handlers

For short term access, such as for a singular day, assistance dog handlers are not required to inform the university of the intention to bring an assistance dog onto university premises. However, for regular or long-term access, assistance dog handlers must ensure:

- They engage with Disability Support, Health, Safety and Compliance and Estates and Campus Services to ensure that appropriate support and adjustments are in place.
- They complete the [assistance dog registration form](#). This allows the university to communicate and manage expectations about the assistance dog as required. It also ensures that any additional requirements are identified such as ensuring enough flexibility for welfare breaks for the dog handler and assistance dog etc.
- They always maintain control of the assistance dog to ensure that no additional risks are posed to other staff, students, contractors or visitors to the university.
- The upkeep of the training needs of their assistance dog to ensure the safe performance of their duties. This includes training prior to commencing any duties and further training

required throughout their working life.

- That they organise regular breaks for the welfare of the assistance dog, and that excrement is cleared up, securely bagged and disposed of in any available external public waste bin. Excrement waste must not be disposed of in internal bins.
- They report any safety hazards, incidents or concerns to their line manager/tutor and Health, Safety and Compliance via the university’s [incident reporting procedure](#).
- All required documentation for assistance dogs are kept up to date.
- They engage in a risk assessment, as required, which may include site visits with the assistance dog, including to their school/department and university accommodation, where relevant.
- They engage in the completion of a personal emergency evacuation plan (PEEP), if required.

Employees and Students

All university staff and students must ensure that:

- They comply with any instruction, information and training provided in relation to how to behave in the presence of assistance dogs within the university.
- They alert and discuss any personal requirements in relation to the presence of assistance dogs (allergies / phobias) with their line manager or course leader.

Monitoring Compliance

Element to be monitored	Lead	Tool	Frequency	Reporting Arrangements
Responsibilities as per arrangement	Head(s), Line Manager(s), Those with Line Management Responsibilities, Faculty Managers and Health and Safety Co-ordinators	Determined by each school/service.	Ongoing or following a significant change or incident, whichever soonest.	Faculty Health, Safety and Wellbeing Committee(s) quarterly reports and minutes of meetings submitted to the University Health, Safety and Wellbeing Committee.
Arrangement Suitability, Effectiveness	Health, Safety and Compliance Specialist Officers (where applicable)	Audit and Inspection Programs,	Periodically at least every three years or following a	University Health, Safety and Wellbeing Report, Audit reports and inspection

and Implementation		Staff News, H&S Newsletters, Communications. Risk assessments, SSOW, SOPs, COSHH and health surveillance (as applicable)	significant change or incident, whichever soonest.	reports. Occupational Health reports submitted to the University Health, Safety and Wellbeing Committee.
Incidents and complaints	Managers in conjunction with Health, Safety and Compliance	Incident reports, reviews and investigations. Risk Register(s). Occupational Health cases and data analysis of statistical management information.	When reported; ad-hoc and periodically when necessary.	University Health, Safety and Wellbeing Report, Individual incident reports and Faculty quarterly reports.

Associated Documents

Legislation

The relevant sets of legislation are:

- [The Health and Safety at Work Act 1974](#)
- [The Management of Health and Safety at Work Regulations 1999](#)
- [The Equality Act 2010](#)

University Documents

This arrangement should be read in conjunction with the following university documents:

- [Accident/Incident Reporting and Investigation Arrangement](#)
- [Equality, Diversity and Inclusion Policy Statement](#)
- [Assistance Dog Guidance](#)
- [Risk Assessment Guidance](#)
- [Assistance Dog Registration Form](#)
- [Reporting of an Accident/Incident or Near Miss/Undesired Circumstance/hazard](#)
- [Personal Emergency Evacuation Plan \(for staff\)](#)

- [Personal Emergency Evacuation Plan \(for students\)](#)

Document Control

This arrangement is issued and managed by Health, Safety and Compliance.

Change Record

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1.0	Amanda Ward	April 2023	New Arrangement
1.0	Anthony James / Laura Sayers	October 2025	Arrangement review

Reviewers / Contributors

Version	Name	Role	Date
1.0	Charlotte Downs	Health, Safety and Wellbeing Assurance Manager	May 2023
1.0	Laura Sayers	Health, Safety and Compliance Manager	September 2025
1.0	Jonathan Latter	Deputy Health, Safety and Compliance Manager	September 2025