



## **ANIMALS ON CAMPUS POLICY**

## **Introduction**

The University of Cumbria recognizes the diverse roles animals can play in supporting educational objectives and personal well-being. However, the presence of animals on campus can have implications for the well-being, safety, and operations of a higher education institution.

While animals can provide emotional support, assist individuals with disabilities, and be integral to certain educational activities, their presence must be carefully managed to ensure that the campus remains a safe, clean, and inclusive environment. Therefore, to safeguard the health, safety, and comfort of all campus community members, the presence of animals is restricted and regulated. Only assistance dogs, approved emotional support animals (ESAs), research and educational animals, will be considered for access on campus under strict conditions.

This policy outlines the University's stance on animals on campus, addressing potential scenarios, risks, and control measures to maintain a balanced and functional academic community; if a particular scenario is not covered this should be raised with the Health and Safety team.

## **Purpose**

The primary objectives of this policy are to:

- Define the specific conditions under which animals are permitted on campus.
- Anticipate and mitigate risks associated with animals on campus (see appendix A for identified risks and associated controls).
- Establish clear guidelines and responsibilities for managing animals on campus.
- Ensure compliance with relevant UK legislation and institutional policies.
- Define the responsibilities of individuals bringing animals to campus.

## **Scope**

This policy applies to:

- All members of the University of Cumbria community including employees, partners operating from University premises or facilities, students, apprentices, contractors and visitors and any other individuals present on university-owned or operated properties including but not limited to academic buildings, residential facilities, field trip facilities, and vehicles (including vehicles hired for University business).

## Policy

Definitions of these terms are included in Appendix B.

### 1. General Prohibition on Animals.

Animals, including pets, are prohibited from all indoor university premises, vehicles, and all teaching, learning and assessment activities, including field trips, except as explicitly permitted under this policy as set out below.

### 2. Permitted exceptions to the general prohibition:

#### 2.1 Assistance Dogs

The University recognises that a dog kept and used by a disabled person (as defined by the Equality Act 2010) wholly or mainly for the purpose of assisting that person to carry out day to day activities (an “Assistance Dog”), will require access to the University’s estate, relevant buildings, and University student accommodation.

Therefore, assistance dogs are permitted in all areas of campus where the handler is allowed, except where their presence is prohibited for health, safety, or operational reasons (e.g. certain laboratories, food preparation areas).

Assistance dogs must always be under the control of their handler.

Students or staff who require the support of an Assistant Dog to access University premises or activities should follow the procedure as set out in appendix C.

#### 2.2 Emotional Support (or Therapy) Animals (ESAs)

Requests for permission to bring an ESA to University premises or activities will be considered on a case by case basis.

ESAs will normally only be permitted in university owned residences or university premises or activities if the requirement for the ESA has been agreed as a reasonable adjustment by Disability Services, within the Learner Support Plan (for students), or, by the relevant line manager, in consultation with People and Culture, in the Workplace Adjustments Action Plan (for staff).

Students or staff who require the support of an ESA whilst accessing University premises or activities should follow the procedure as set out in appendix C.

The ESA must be well-behaved, non-disruptive, and under the handler’s control at all times.

### 2.3 Research and Educational Animals.

Animals used for research or educational purposes must be housed and cared for in accordance with the Animal Welfare Act 2006, the Animals (Scientific Procedures) Act 1986, and any additional conditions imposed by the Ethics Advisory Panel.

No research involving animal subjects should be undertaken by doctoral candidates or university staff without the approval of the Ethics Advisory Panel.

Applications for ethical approval from the Ethics Advisory Panel should be submitted to the Research Office.

### 3. Health and Safety Measures.

All animals on campus must be vaccinated in accordance with local laws and must be free of contagious diseases and parasites.

Animals must not pose a physical threat or cause damage to property. Any damage caused by an animal is the responsibility of the handler.

Handlers must clean up after their animals and dispose of waste in a hygienic manner.

### 4. General Conditions and Restrictions.

Animals must not be left unattended or tethered in public areas. This includes cars parked on site - animals may not be left unattended in parked vehicles at any time.

Animals exhibiting aggressive behaviour, excessive noise, or causing disruption may be required to be removed from campus immediately.

Specific areas may be designated as off-limits to all animals, including but not limited to laboratories, food service areas, clinical facilities, and specific outdoor spaces (e.g. the All Weather Pitch).

### 5. Reporting concerns or policy breaches

5.1 Any students or staff with an assistance dog or permitted emotional support animal wishing to raise a concern about the treatment of themselves or their animal should report the concern to

- i. Disability Services (students)
- ii. Their line manager (staff)

in the first instance. In the event that the concern cannot be resolved informally, the relevant escalation routes are:

- i. Student Procedures team (students)
- ii. People and Culture (staff)

Formal investigation and resolution of the concern will be managed under the relevant student/staff policy.

5.2 Anyone wishing to raise a concern about the presence of an animal in university premises/activities, or breaches of this policy, should contact the Health and Safety Service in the first instance.

Concerns and/or alleged breaches of this policy will be initially investigated to determine whether any further action is required.

Where further action is deemed appropriate this will be investigated and managed in accordance with the relevant staff/student policy:

- i. Students: Student Disciplinary Policy via Student Procedures Team
- ii. Staff: Disciplinary Policy via People and Culture.

#### 6. Withdrawal of permission for an Emotional Support Animal to access university premises or activities

Permission for an ESA to be in university premises/activities may be withdrawn whilst any concerns about the animal are investigated.

Permission for an ESA to be in university premises/activities may also be withdrawn if:

- a. The animal is not under the handler's direct control, or the animal is disturbing or disrupting other members of the university community. The handler will be given an opportunity to regain control of the animal however if the disruption or disturbance continues, then the handler may be asked to remove the animal.

Or

- b. If the presence, behaviour, or actions of the animal constitutes an immediate risk or danger to people or property, the handler can be asked to immediately remove the animal and 999 (emergency assistance) may be contacted where appropriate.

In respect of Assistance Dogs and ESAs in University residences, the Residential Services Manager has the right to relocate the student and the animal as necessary in accordance with the provisions of the Conditions of Residence. Advice must be sought from Disability Services prior to any action being taken.

If permission for an ESA is withdrawn and the student is required to remove the animal from the premises, the student will be given the right to stay in accommodation without the animal.

## Roles and Responsibilities

Role	Responsibility
Handlers	Responsible for the behaviour, care, and supervision of their animals at all times. Must comply with all aspects of this policy and provide required documentation when necessary. Ensure their assistance dog or ESA is appropriately insured for public liability. Ensure all waste (excrement) is appropriately and hygienically disposed of.
Disability Services	Provision of guidance to students on their rights and responsibilities concerning animals on campus. Determination of reasonable adjustments within the Learner Support Plan. Provision of advice and guidance to staff and students in respect of implementation of reasonable adjustments for students.
People and Culture	Provision of guidance to staff on their rights and responsibilities concerning animals on campus. Facilitation (via Occupational Health) of the determination of reasonable adjustments within the Workplace Adjustment Action Plan. Provision of advice and guidance to staff and managers in respect of implementation of reasonable adjustments for staff. Support the management of disputes or issues arising from the presence of staff owned animals.
Managers	Ensure that staff within their area of responsibility are aware of and adhere to the policy and procedures. Ensure the policy is implemented within their area of responsibility. Manage any disputes or issues arising from the presence of a staff owned animal in accordance with the relevant P&C policy.
Estates	Provision and maintenance of appropriate waste disposal units
Staff, students, partners, and contractors	respect the rights of individuals with assistance dogs or ESAs be aware of and adhere to the requirements of this policy

## Related Policies and Procedures

- Health and Safety at Work, etc Act 1974

- Management of Health and Safety at Work Regulations 1999 (as amended)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Equality Act 2010
- Animal Welfare Act 2006
- Animal (Scientific Procedures) Act 1986
- University of Cumbria Student Code of Conduct
- University of Cumbria Conditions of Residence
- University of Cumbria Student Disciplinary Policy
- University of Cumbria Student Complaints Policy
- University of Cumbria Disciplinary Policy (staff)
- University of Cumbria Grievance Policy (staff)

### **Publication, Implementation and Review**

This policy shall be approved by the Health and Safety Committee.

The approved policy will be held on the Health and Safety mini-site, and accessible via MyCumbria for students and the Policy Hub for staff.

This policy will be reviewed every three years or as necessary to ensure it remains relevant, effective, and compliant with evolving legislation and public health guidelines.

For further information regarding any of the issues covered by this policy please contact:

Health & Safety Manager

E-mail: [healthandsafety@cumbria.ac.uk](mailto:healthandsafety@cumbria.ac.uk)

### **Appendices**

Appendix A – Risks and Controls

Appendix B – Definitions

Appendix C – Procedures

Appendix D – Emotional Support Animal Application form

## Document Control Information

<b>Document Title</b>	Animals on Campus Policy
<b>Owner</b>	Director of Estates and Commercial Services
<b>Document Location</b>	Health and Safety Mini-site, MyCumbria, Policy Hub
<b>Lead Contact</b>	Health and Safety Manager
<b>Approving Body</b>	Health and Safety Committee
<b>Version Number and Key Amendment</b>	1.0
<b>Date of Last Review</b>	December 2024
<b>Date for Next Review</b>	December 2027
<b>Related Policies, Procedures, CoPs, Legislation and Regulation.</b>	<ul style="list-style-type: none"> <li>• Health and Safety at Work, etc Act 1974</li> <li>• Management of Health and Safety at Work Regulations 1999 (as amended)</li> <li>• Reporting of Injuries, Diseases and Dangerous Occurrences Regulations so13 (RIDDOR)</li> <li>• Equality Act 2010</li> <li>• Animal Welfare Act 2006</li> <li>• Animal (Scientific Procedures) Act 1986</li> <li>• University of Cumbria Student Code of Conduct</li> <li>• University of Cumbria Conditions of Residence</li> <li>• University of Cumbria Student Disciplinary Policy</li> <li>• University of Cumbria Student Complaints Policy</li> <li>• University of Cumbria Disciplinary Policy (staff)</li> </ul>



	<ul style="list-style-type: none"><li>• University of Cumbria Grievance Policy</li></ul>
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## **Animals on Campus Policy: Appendix A – Anticipated Risks and Control Measures**

### **1. Allergic Reactions.**

- Handlers must be mindful of others who may have allergies. Requests for adjustments to seating or working arrangements due to allergies should be addressed through Disability Services for students and line managers for employees.
- Residential students should raise requests for adjustments to living arrangements with the Accommodation Team

### **2. Zoonotic Diseases.**

- All animals must be up to date with vaccinations and regular health check-ups to prevent the spread of diseases. Documentation of the animal's health status may be required.

### **3. Safety Hazards.**

- The presence of assistance dogs or ESAs in certain environments may create safety hazards. In such cases, animal access may be restricted or alternative arrangements provided.

### **4. Environmental Impact.**

- The University may designate specific areas for animal relief to minimize environmental impact.

### **5. Behavioural Issues.**

- Animals that display aggressive or disruptive behaviour must be removed from campus.

## **Animals on Campus Policy: Appendix B - Definitions**

**Animal:** Any living creature, other than a human, capable of voluntary movement.

**Assistance Dog:** Assistance Dogs are defined, as per the Equality Act 2010, as dogs which have been trained:

- a. to guide a blind person.
- b. to assist a deaf person.
- c. by a prescribed charity to assist a disabled person who has a disability that consists of epilepsy or otherwise affects the person's mobility, manual dexterity, physical co-ordination, or ability to lift, carry or otherwise move everyday objects.
- d. to assist somebody with another prescribed disability.

The Equality Act 2010 protects the rights of disabled people who rely on highly trained assistance dogs. Legally, assistance dogs are considered to be 'auxiliary aids' and therefore are not classed as pet dogs. The work or task an Assistance Dog has been trained to provide must be related to the person's disability.

Assistance Dogs are trained by members of [Assistance Dogs \(UK\)](#) or by an equivalent organisation in another country. Member trained assistance dogs are usually identifiable through a lead slip, jacket or harness and their owners normally carry an ID book or app, however they are not legally required to do so.

**Emotional Support Animal (ESA)** (also known as a **Therapy Animal**): is an animal that provides comfort or support to people with a range of difficulties including mental health problems or neurodiversity. However, unlike an Assistance Dog, an ESA is not specifically trained or legally recognised, therefore the owners of emotional support animals are not automatically entitled to have public access rights under the grounds of 'reasonable adjustments' that apply to assistance dogs.

**Pet:** A domesticated animal kept for companionship or pleasure, not specifically trained to perform tasks, or provide therapeutic benefits. A pet is not considered an Assistance Dog or Therapy Animal, and students are not allowed to keep pets in University Residences.

**Research and Educational Animals:** Animals used for educational purposes or scientific research under ethical guidelines.

**Handler:** A person who owns, controls, or is responsible for an animal on campus.

**University Premises:** All land, buildings, facilities, and vehicles owned, leased, or controlled by the University.

**University activities:** All activity delivered or managed by the University e.g. Teaching learning and assessment activity, (including student fieldwork).

## **Animals on Campus Policy: Appendix C - Procedures**

### **Part 1 - Procedure for notifying the University of the use of an Assistance Dog.**

#### **1.a Students**

Students who require the support of an Assistance dog as an auxiliary aid for their disability should:

- Contact the University's Disability Service and submit a Support Request Form, including relevant medical evidence.
- Provide details on the dog's registration with an ADUK member and provide evidence that dog and owner have completed training.
- Provide evidence of public liability insurance.

On receipt of the relevant information (as above) the Disability Services team will liaise with the student, relevant internal colleagues (eg accommodation and/or academic staff) and the Health and Safety Manager to:

- Consider the practical arrangements required to support the assistance dog's wellbeing.
- Confirm communications with academic staff and students on the relevant modules regarding the intended presence of an assistance dog.
- In the case of resident students confirm communications to students allocated to the same flat regarding the intended presence of an assistance dog.
- Ensure any issues such as allergies or fear of dogs have been appropriately considered and resolved.
- Complete and distribute the Learner Support Plan and assistance dog risk assessment.

The student must ensure any mitigations identified within the risk assessment are implemented/observed.

#### **1.b Staff**

Staff who require the support of an Assistance dog as an auxiliary aid for their disability should:

- Contact their line manager to discuss their support needs as part of their Workplace Adjustment Action Plan.
- Provide details on the dog's registration with ADUK and provide evidence that dog and owner have completed training.
- Provide evidence of public liability insurance.

The staff member's line manager will liaise with the staff member, relevant internal colleagues, People and Culture/Occupational Health and the Health and Safety Manager to:

- Consider the practical arrangements required to support the assistance dog's wellbeing.
- Confirm communications with academic staff and students on the relevant modules regarding the intended presence of an assistance dog.
- Ensure any issues such as allergies or fear of dogs have been appropriately considered and resolved.
- Complete the Workplace Accessibility Action Plan and assistance dog risk assessment.

The staff member must ensure any mitigations identified within the risk assessment are implemented/observed.

## **Part 2 - Procedure for requesting to have an Emotional Support Animal in University Premises or Activities.**

### **2.a Students**

Students who wish to bring an Emotional Support Animal (ESA) on campus must:

- Contact the University's Disability Service and submit a Support Request Form.
- Complete the Emotional Support Animal application form (Appendix D) and provide appropriate medical evidence to support the request to have an ESA on campus, which should include information about the support the animal will provide. The animal application form should be submitted to Disability Services.
- Provide evidence of public liability insurance for the animal.

On receipt of the relevant information (as above) the Disability Services team will liaise with the student, relevant internal colleagues (eg accommodation and/or academic staff) and the Health and Safety Manager to:

- Consider if bringing an emotional support animal into university premises/activities is a reasonable adjustment or if the student could be supported effectively through other services.
- Consider the possible impact of the request on other members of the University community such as significant disruption to services and allergies.
- Consider the welfare requirements of the animal.
- In the case of residential students, consult with students living in close proximity to the applicant student (e.g., in the same flat).

- Ensure any issues such as allergies or fear of the animal have been considered and appropriately resolved with staff and other students on the same programme or who will be living in the same accommodation.
- Complete and distribute the Learner Support Plan and the ESA risk assessment.

If the student's request for an ESA is approved the student must ensure any mitigations identified within the risk assessment are implemented/observed.

If the student's request for ESA is not approved a review of the decision can be requested by writing to the Director of Student Services.

## **2.b Staff**

Staff who wish to bring an Emotional Support Animal on campus must:

- Contact their line manager to discuss their support needs as part of their Workplace Adjustment Action Plan.
- Complete the animal application form (Appendix D) and provide appropriate medical evidence to support the request to have an ESA on campus, which should include information about the support the animal will provide. The animal application form should be submitted to the line manager.
- Provide evidence of public liability insurance for the animal.

On receipt of the relevant information (as above) the line manager will liaise with the staff member, relevant internal colleagues, People and Culture and the Health and Safety Manager to:

- Consider if bringing ESA into university premises/activities is a reasonable adjustment or if the staff member could be supported effectively through other services.
- Consider the possible impact of the request on other members of the University community such as significant disruption to services and allergies.
- Consider the welfare requirements of the animal.
- Ensure any issues such as allergies or fear of the animal have been considered and appropriately resolved with other staff and students the staff member will be teaching.
- Complete the Workplace Accessibility Action Plan and the ESA risk assessment.

If the staff member's request for an ESA is approved the staff member must ensure any mitigations identified within the risk assessment are implemented/observed.

If the staff member's request for a therapy or emotional support animal is not approved a review of the decision can be requested by writing to the Director of People and Culture.

**Animals on Campus Policy: Appendix D – Emotional Support Animal Application Form**

Your name	
Student number (if applicable)	
Contact number	
Students only	<p>Will you be living in University residences?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
Animal name	
Animal type	
Insurance company and policy number	
Emotional Support Animal	Reason for requiring an emotional support animal
Medical evidence provided	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
Declaration	<p><b>I confirm that I have read, understand, and agree to comply with the UoC Animals on Campus Policy</b></p> <p><b>Signature</b></p>



**For office use only**

Decision made:      Yes      No      by: (\*name x2)      Date:

Reason accepted or declined:

Student requests - Approvers should be a Disability Officer plus one of the following:

Health and Safety Adviser

Residential Services Manager (essential for ESA approvals for Residences)

Staff requests – Approvers should be the line manager plus one of the following

Health and Safety Adviser

HR business partner