

Scope

This policy is to make all members of the College community, including staff, students and visitors, aware of Royal Holloway's position regarding animals on campus.

Assistance Dogs

Royal Holloway is committed to ensuring that staff and students who require mobility aids, including assistance dogs, to facilitate their access to buildings are supported and have as equitable an experience as possible whilst on the College's estate.

As such, in line with the Equality Act 2010, where a dog is required wholly or mainly for the purpose of assisting a disabled person to carry out day to day activities, the dog may enter all parts of the College's estate including halls of residence, academic and non-academic buildings and catering venues.

Assistance dogs include guide dogs, hearing dogs and support dogs which may also act as Seizure Alert dogs.

Where a student wishes to bring an assistance dog onto campus, they should contact Disability & Dyslexia Services (DDS) prior to arrival or at the point at which it is known an assistance dog will be required.

Colleagues who wish to bring an assistance dog onto campus should contact Human Resources prior to starting work or at the point at which it is known an assistance dog will be required.

The College requires any assistance dog which will be brought onto campus to be trained and registered by a member of Assistance Dogs UK (AD(UK)), or an equivalent organisation in another country. The dog's owner is required to have the yellow ID booklet from the AD(UK) member organisation and present this to DDS or HR prior to bringing the dog onto campus. Whilst on campus, the dog is required to display formal identification in the form of a branded jacket or lead slip.

The College may be required to restrict access by assistance dogs to certain areas for health and safety reasons. Restricted areas may include research laboratories, areas where protective clothing is required, boiler rooms, etc. Applications for exceptions will be reviewed by Health and Safety on a case-by-case basis.

Therapy (emotional support) Animals

Royal Holloway notes that therapy animals may provide benefits to their owners but recognises that these animals are not trained to the same standards of assistance dogs and as such may pose a risk to other members of the College community.

Therefore, at the current time Royal Holloway does not permit staff or students to bring therapy animals onto the estate. This policy will be kept updated in line with legislation in this area.

Pets

Students are not permitted to keep any pet animals in their halls of residence nor bring any pet animal from off-site accommodation onto the College's estate.

If a member of staff wishes to bring a pet animal to work, permission must be granted by the Head of Department, Head of Professional Service or line manager if appropriate. Pet animals are not permitted in multiple-occupancy offices.

Members of staff are responsible for ensuring visitors to their office are aware that the pet may be present and should make alternative arrangements for meetings if required.

Pets are not permitted where their presence would cause a health and safety hazard, or in general teaching or communal space on campus.

The College recognises that campus is open to the public and that a number of local residents choose to walk their pet dogs on site.

Wild Animals

Owing to the nature of the estate, a number of wild animals, including deer, live on or near campus.

Anyone who considers that a wild animal may be acting dangerously, or causing a nuisance, must report this and the location clearly and immediately to Security staff.

Anyone who sees the wellbeing of wild animals being threatened by members of the College or the public on campus must report this to Security staff.

Animals at Events

Animals may only be brought to events held on campus, including Graduation Ceremonies, with the permission of the event organiser. This does not include assistance dogs which are always permitted.

Further Information and Guidance

If anyone considered that this policy has not been followed or for further information on the interpretation and application of this policy, contact the policy owner.

Policy Owner	Director of Governance and Legal Services
Approving Body	Executive Board
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Related policies, procedures and guidelines	N/A
Reviewed by	Human Resources Health and Safety Disability and Dyslexia Services Events
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