

York Register Office Assistance Dog/Animal Risk Assessment and Declaration Form

The owner/handler must confirm that they have read, understood and agree to comply with the guidelines and accept responsibility for the behaviour, welfare and control of their assistance dog/animal at all times by signing the declaration on page 5.

Owner Details

Name	
Address	
Telephone number	
Email address	@
Date of ceremony	
Venue	

Assistance Dog/Animal Details

Dog/Animal Name: _____

Breed/Type: _____

Age: _____

Assistance Dog Organisation (if applicable):

Risk Assessment

1. Dog/Animal Waste (Urine, Faeces or Vomit)

Who may be affected: Staff, visitors and members of the public

Risk Rating: Low

Control Measures:

- The dog/animal will be taken outside regularly.
- Any urine, faeces or vomit will be cleared and disposed of safely.
- In the unlikely event of fouling within Council premises, the owner must immediately notify a member of staff so the area can be cleaned appropriately.

Person Responsible: Owner/Handler

2. Allergic Reactions

Who may be affected: Staff and members of the public

Risk Rating: Low to Medium

Control Measures:

- Staff who may interact with the customer and have allergies should inform their manager to explore suitable alternative arrangements.
- Any relevant allergy concerns and mitigating actions should be recorded and addressed.

Person Responsible: City of York Council and Owner/Handler

3. Transmission of Disease

Who may be affected: Staff and members of the public

Risk Rating: Low

Control Measures:

- The dog/animal must have regular health checks.
- Vaccinations, flea, tick and worming treatments must be maintained.
- The dog/animal should be groomed regularly.
- Any areas used by the assistance dog will be cleaned as required.

Person Responsible: Owner/Handler

4. Zoophobia (Fear of Dogs/Animals)

Who may be affected: Staff and members of the public

Risk Rating: Low

Control Measures:

- The assistance dog/animal must remain under the owner's control at all times.
- The dog/animal must remain on a lead or under appropriate control whilst on Council premises.

Person Responsible: Owner/Handler

5. Overexcited Behaviour

Who may be affected: Staff and members of the public

Risk Rating: Low

Control Measures:

- The dog/animal will remain under the care of a responsible handler at all times.
- The dog/animal will not be permitted to roam freely.
- The owner will maintain control of the animal and manage its behaviour appropriately.

Person Responsible: Owner/Handler

6. Aggressive Behaviour

Who may be affected: Staff and members of the public

Risk Rating: Low

Control Measures:

- Assistance dogs are trained to work calmly and safely alongside their handlers.
- The owner remains responsible for ensuring the dog is controlled at all times.
- Any signs of aggression must be addressed immediately.
- **Banned dog breeds are not permitted to attend under any circumstances.**

Person Responsible: Owner/Handler

7. Damage to City of York Council Property

Who may be affected: City of York Council

Risk Rating: Low

Control Measures:

- Assistance dogs are trained not to chew or damage property.
- Regular comfort breaks and appropriate care will be provided.
- The dog/animal must remain under the owner's control at all times.

Person Responsible: Owner/Handler

8. Dog/Animal Safety and Wellbeing

Who may be affected: Assistance Dog/Animal

Risk Rating: Low

Control Measures:

- Adequate space will be available for the dog/animal to lie down and rest comfortably.
- Access to fresh drinking water will be provided where appropriate.
- Reasonable adjustments will be considered to support the welfare of the dog/animal.

Person Responsible: City of York Council and Owner/Handler

9. Emergency Evacuation

Who may be affected: Assistance Dog/Animal and Owner

Risk Rating: Low

Control Measures:

- The owner/handler is responsible for escorting the assistance dog/animal from the building in accordance with emergency evacuation procedures.

Person Responsible: Owner/Handler

10. Other Considerations

Please detail any additional risks, adjustments or control measures:

Owner/Handler Declaration

I confirm that:

- I have read and understood the City of York Council Assistance Dog/Animal Guidelines.
- The information provided within this assessment is accurate to the best of my knowledge.
- I accept responsibility for my assistance dog/animal whilst on City of York Council premises.
- I will ensure my assistance dog/animal remains under my control at all times.
- I understand that banned dog breeds are not permitted to attend under any circumstances.
- I will notify City of York Council of any changes that may affect this assessment.

Owner/Handler Name: _____

Signature: _____

Date: _____/_____/20_____

FOR OFFICIAL USE ONLY

City of York Council Authorisation

I confirm that this risk assessment has been reviewed and discussed with the owner/handler.

Name: _____

Job Title: _____

Department: _____

Signature: _____

Date: _____

To be stored on file for 12 months from the date of the ceremony.