

RISK ASSESSMENT – KEEPING AND HANDLING ANIMALS

Company Name:	Hill Top Academy														
Location:	Hill Top Academy- 2TD3 classroom														
Date of Assessment:	20/10/2025			Review Date:		20/10/2026			Revision No:		01				
Persons Exposed:	Employees:		✓	Other Workers:				Public / Visitors:		✓	Young Persons:		✓	Estimated total number of persons at risk:	CC
	New / Expectant Mothers:							Vulnerable Persons:				Other:			

Task Description:	The school is planning to keep some guinea pigs
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Hazard	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Further Actions	Acceptable Risk?	
	L	S			L	S			Yes	No
Lack of Planning	3	4	12	The school has considered the introduction of animals to the school. The animals considered are suitable to be kept in the school. The trust health and safety manual deals with the issue of animals within the school. The school has considered whether the educational aims of the activities could be achieved by ways which would not involve animals within the school.	1	4	4	None required.	✓	
Lack of Information and Instruction	3	4	12	Appropriate arrangements are in place to ensure that staff receive adequate information and instruction on the safe keeping and handling of animals. Staff are provided with information on the importance of hygiene following handling of the animals.	1	4	4	None required.	✓	

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	L	S			L	S			Yes	No
Animal Health	4	5	20	Only healthy animals obtained from accredited or high-quality sources Animals must not be able to come into contact with wild rodents etc. due to the possibility of disease transmission Arrangements in place for care during holidays / weekends Cages and tanks kept clean for the well-being of the animal and the pupils and staff If an animal is suspected of having an illness or disease a vet is contacted	1	5	5	None required.	✓	
Allergic Reactions	4	5	20	Parents have been required to advise if any pupils are known to have any allergic reactions to animals, bedding materials or feed. Staff have been required to advise if they are known to have any allergic reactions to animals, bedding materials or feed. If anyone should show signs of allergic reaction to any animals then appropriate first aid will be given. For pupils, the parents will be informed. Pupils are instructed not to eat any of the food intended for the animals. Staff are aware that some animal feed may include nuts.	1	5	5	None required.	✓	
Handling animals	4	3	12	Pupils instructed in handling animals and closely supervised Keep animals away from face If an animal is suspected of having an illness or disease a vet is contacted All persons handling animals wash their hands before and after contact with the animal All bites and scratches seen by the first aider If there are any concerns about an injury caused by an animal then medical advice is sought Mammals regularly handled	1	3	3	None required.	✓	
Bites and Scratches	4	3	12	First aid facilities are provided so that wounds can be washed. First aiders are aware that they should seek medical advice if in doubt about the risk of infection. Staff and pupils are aware that only authorised animals are permitted to be brought into the school (except for guide dogs). The behaviour of the animal is monitored, if it is becoming anxious or disturbed, then it is removed to a quieter location away from staff and pupils.	2	3	6	None required.	✓	

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	L	S			L	S			Yes	No
Disposal of Waste	4	4	16	This is only undertaken by staff Plastic disposable gloves are worn All waste from the animal housing is bagged and collected as part of the routine refuse collection Staff are encouraged to have a tetanus injection every ten years	1	4	4	None required.	✓	
Hygiene	4	4	16	Adequate provision for hand washing (soap hot water) readily available Paper towels provided rather than communal hand towels Do not allow children to touch any part of their face with their hands before hands are washed Younger pupils should be seen to wash their hands All wounds on exposed skin are suitably covered Soiled bedding disposed of in sealed plastic bags with normal refuse Foodstuffs stored carefully to prevent contamination and infestation	1	4	4	None required.	✓	
Infestation / Disease	4	5	20	Teaching staff are given clear instructions on how to clean the animals. All persons must wash hands immediately after handling the animals. The caretaker will inspect cages and runs for broken wires, protruding nails etc. During holiday and weekend periods, designated members of staff will taking over the responsibility for the welfare of the animal.	1	5	5	None required.	✓	
Hazardous Substances	3	5	15	Only members of staff are permitted to use any hazardous chemicals, mainly for cleaning purposes. Appropriate PPE, to include gloves, eye protection are available for use by all persons.	1	5	5	None required.	✓	
Keeping an inappropriate or wild animal	4	5	20	Advice on which animals are suitable to keep in schools is sought from CLEAPSS. Advice is also available from RSPCA. Wild animals are not kept	1	5	5	None required.	✓	
Escape of animal	3	4	12	Keep cage securely closed. Handle animals in a contained area. Train staff in safe recapture.	2	3	6	None required.	✓	

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Name of Assessor:	Ian Clayton CMIOSH	Signature:	
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Action Plan

Hazard	Further Actions	Assigned To	Due Date	Priority
All	Maintain current controls and procedures	All employees	Ongoing	-

Severity	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	Likelihood					

Likelihood	Severity	Risk (Likelihood x Severity)
1 = Very Unlikely	1 = No injury	1 – 5 = Low
2 = Unlikely	2 = Minor Injury or Illness	6 – 12 = Medium
3 = Likely	3 = 7-day Injury or Illness	15 – 25 = High
4 = Very Likely	4 = Specified Injury or Illness	
5 = Almost Certain	5 = Fatality or disabling injury	

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Signing Sheet

By signing this document below, I confirm that I have read and understood the content of the risk assessment above. I understand that the company requires me to comply with all controls and policies described in the risk assessment and that failure to adhere to the contents may result in disciplinary action against me.

Name	Signature	Date