



SYDNEY DOGS AND CATS HOME

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OFFICE KITTEN CUDDLES BOOKING FORM

Hazard	Risk controls already in placew	Risk probability LOW MODERATE HIGH	Further action required to control risk
Animal toileting	<ul style="list-style-type: none"> SDCH volunteers/staff trained and instructed to take each animals outside for regular toilet breaks SDCH volunteers/staff equipped with poop bags, kitty litter etc. Office Manager will supply sanitiser and cleaning equipment 	LOW	<ul style="list-style-type: none"> SDCH to liaise with Office Manager before event to identify access to outdoor area where the animals will go for their toilet breaks. Or designated area
Allergies towards animals	<ul style="list-style-type: none"> Office staff are informed well in advanced about the event, SDCH will specify which type of animal will be attending The Office Manager is responsible for liaising with staff regarding allergies, and decides the control measures - e.g. making it an invite only event, securing a room, etc. 	LOW	<ul style="list-style-type: none"> The Office Manager will liaise with SDCH to discuss if this event is suitable for their office and the wellbeing of their staff
Animal injures a human	<ul style="list-style-type: none"> Before any animal is invited to come along, a trained staff member at SDCH makes a thorough assessment of its behaviour. This includes assessing their behaviour with people. 	LOW	<ul style="list-style-type: none"> SDCH volunteers/staff handling the dogs are experienced and trained to control each animal First aid available by Office Manager
Animal injures another animal	<ul style="list-style-type: none"> Before any animal is invited to come along, a trained staff member at SDCH makes a thorough assessment of its behaviour. This includes assessing their behaviour with other animals. 	LOW	<ul style="list-style-type: none"> SDCH volunteers/staff handling the dogs are experienced and trained to control each animal
Animal containment	<ul style="list-style-type: none"> All animals will be on leashes SDCH dog handlers trained and instructed to ensure that each animal is safely controlled 	LOW	<ul style="list-style-type: none"> All animals will never be off-leash or left unattended The Office Manager will organise a secure room or space for SDCH

