



# Animals and Birds on Sites Policy and Procedure

Animals and Birds on Sites Policy and Procedure V.6

Policy/Procedure Number:	POL-107
Policy Name: and Procedure	Animals and Birds on Sites Policy
Policy Area:	Operations/ Residential
Policy Owner:	Executive Manager Operations

## PURPOSE

The purpose of the Animals and Birds on Site Policy is to guide and inform Richmond Wellbeing (RW) staff to ensure that all requests for animals and birds on premises are being considered in a fair and equitable manner.

## INTRODUCTION

RW recognises the beneficial effects that pets can have on mental health. Some individuals seeking to enter our accommodations services may have a beloved pet they wish to accompany them when moving into our service, or may benefit from contact with visiting pets. RW has a duty of care to ensure that our premises are free from hazards and risks that may impact on residents, staff and visitors. The Animals and Birds on Site Policy will define the procedure for assessing whether an animal or bird is permitted to be kept on the RW premises.

## SCOPE

This policy and procedure applies to all employees, consumers and visitors to Richmond Wellbeing Services.

## POLICY STATEMENT

There is to be no animals, birds or pets on any RW premises without the approval of RW Site Manager. Residents seeking to bring animals, birds and pets onto RW premises must request this in writing prior to bringing the animal on site. This policy does not apply to visually impaired individuals that require the assistance of a guide dog, or to other service animals.

## PROCEDURE

The resident or visitor will apply in writing stating the reasons for wanting to bring the animal, bird or pet onto RW premises. The request must include full details of the animal, bird or pet and list any requirements for the animal. The Site Manager will make an informed decision as to whether a resident is permitted to bring the animal on the premises.

Approval will be conditional based on the following:

- Assessment of health and or allergies of other residents in the unit/house;
- Residents of the unit/house must agree to the animal or bird being kept on the premises;
- The animal or bird is to be kept in good health and will be provided with appropriate food, shelter and veterinary care.
- Comply will all local government regulations including; registration, microchipping and numbers of animals allowed per household
- The animal or bird has certificates from a Vet that they have all their immunisations.
- Any neglect or abuse of the animal or bird will not be tolerated and will be reported to The Royal Society for the Prevention of Cruelty to Animals (RSPCA).
- The conditions of the animal or bird remaining on site will be outlined in a mutually agreed plan between the resident and Site Manager. A short-term exit plan for the animal or bird must be identified.
- The temperament and behaviours of the animal or bird must be considered
- Residents or staff are not to be inconvenienced by having to look after the animal or bird should the owner have to leave the site for a period of time. This includes admissions to hospital and social leave;
- A risk assessment will be completed to assess RW liability from animals or birds that may cause a nuisance to neighbours or attack visitors, residents or staff;
- The owner of the animal or bird is liable for any costs incurred as a result of the animal damaging the unit/house, property, furniture or fittings;
- The owner of the animal or bird fully understands that RW has no responsibility or liability for the health or veterinary care of the animal;

- The owner of the animal or bird fully understands that RW is not responsible or liable for any fees incurred as a result of Council By-Laws, including animal or bird registration fees and/or fines;
- The owner of the animal or bird agrees that the Site Manager has the right to review and revoke the agreement at any time; and
- There must be a clear written agreement listing all the conditions.

## Therapeutic Animals on-site

- There are many benefits to introducing animals and birds on-site for therapeutic purposes. When introducing a therapeutic animal or bird on-site, Site Managers must complete a risk assessment to ensure appropriate planning and preparation has taken place.
- A copy of the provider's public liability insurance and police clearance must accompany the risk assessment for approval.

## Breach of Standards/ Policy

Any breach of these conditions may result in the owner of the animal or bird being asked to remove the pet from RW premises. The RSPCA or other relevant animal welfare society may be called to assist with removing the animal if the owner refuses.

The owner of the animal will be responsible for any costs associated with the:

- Removal of the animal or bird; and
- Repair of any animal/bird-related damage to RW property, facilities, or grounds.

## RELATED DOCUMENTS

Animals and Birds on Sites Form

Infection Prevention and Control Policy and Procedure

Personal Protective Equipment Policy

Risk Identification Form

Spills Kit Policy

Workplace Health and Safety Policy

## SUPPORTING INFORMATION

National Standards for Mental Health Services

QIC Health and Community Services Standards

WA Dog Act 1976

## REVIEW TIMEFRAME AND RESPONSIBILITY

<b>Date of effect:</b>	November 2009
<b>Review Period</b>	3 Years
<b>Next review date:</b>	March 2022
<b>Prepared by:</b>	Executive Manager Operations
<b>Preparation date:</b>	August 2019
<b>Reviewed by:</b>	Executive Manager Operations
<b>Reviewed by Consumer and Family Reference Group:</b>	n/a
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<b>Approved by:</b>	CEO
<b>Approval date:</b>	August 2019