



## Assistance Dogs at Leeds Beckett University – Guidance for Colleagues, Students and Visitors

### 1. Purpose

This guidance document has been created for Leeds Beckett University colleagues, students and visitors to clarify our position regarding Assistance Dogs in non-public spaces within campus buildings, including offices and University-managed student accommodation.

The purpose of this guidance is to ensure that no member of staff, student or visitor is denied equitable access to services based on their reliance on the support of an Assistance Dog, and in order that we may provide a learning, working, social and living environment which addresses the needs of our community.

The University is committed to welcoming Assistance Dog users and ensuring that:

- they are treated with dignity and respect as part of our inclusive community.
- they are not unlawfully refused access.
- fellow colleagues and students are aware of the correct etiquette around Assistance Dogs.

The University have produced a Frequently Asked Questions (FAQ) Guide to support everybody in our community to understand their rights and responsibilities regarding assistance dogs.

This document should be read in conjunction with the following University Policies;

- [Equality, Diversity and Inclusion \(EDI\) Policy](#)
- [Safety, Health and Wellbeing Policy](#)

### 2. Leeds Beckett University's Position on Assistance Animals in the Work and Study Environment

Only registered Assistance Dogs (such as Guide Dogs) are permitted in non-public spaces on our campuses, under the control of their owner. This applies to our students, colleagues, contractors and visitors.

Pets are not permitted in non-public spaces, including offices, classrooms, and University-managed student accommodation.

The University understands the benefits that therapeutic animals (sometimes known as 'emotional support animals') can bring. However, these are not legally recognised as assistance animals. Therapeutic animals and pets are not permitted in non-public spaces on our campuses (including University buildings, study areas,

offices and University-managed student accommodation). Only registered Assistance Dogs are permitted within these environments.

Where such activities are organised by the university to support wellbeing, therapeutic animals may be welcomed on to campus under the supervision of an established external provider as part of an event (for example, during Exam Week).

### 3. Student Accommodation

Students in University-managed accommodation will be supported by the Accommodation Team in accordance with the Student License Agreement. Prospective applicants are encouraged to share their access requirements (including assistance dogs) as soon as possible so that the Accommodation Team can support them.

### 4. What do we mean by Assistance Dog?

Assistance Dogs are highly trained working dogs who perform a specific role to assist people with disabilities and/or long-term health conditions. Assistance Dogs are not restricted to one breed of dog and may vary in appearance and size.

Assistance dogs can support people with a range of needs, including sight loss, hearing difficulties, epilepsy, diabetes, physical mobility problems and more. Assistance dogs carry out a variety of practical tasks for people as well as supporting their independence and confidence in society.

The [Equality and Human Rights Commission \(EHRC\)](#) states that assistance dogs:

- are trained to behave well in public
- have safe and reliable temperaments
- are well looked after and do not constitute a hygiene risk
- are fully toilet-trained
- are recognisable by the harness, organisation-specific coat, lead slip or ID (though this is not a legal requirement)
- will not wander freely around the premises
- will sit or lie quietly on the floor next to its owner and are trained to go to the toilet on command and so are unlikely to foul in a public place

[Assistance Dogs UK \(ADUK\)](#) note that no Assistance Dog, no matter how highly trained and experienced, is going to be perfect 100% of the time.

ADUK is a coalition of assistance dog organisations that have been accredited by Assistance Dogs International and/or The International Guide Dog Federation. Although the University recognises that not all Assistance Dogs are trained by ADUK's members, the majority of Assistance Dogs will be trained by one of these organisations. Assistance Dogs that are trained by ADUK members have formal identification.

In the case of a dog that has been owner-trained or trained by an organisation that is not an ADUK member, the dog may be assessed by the Assistance Dog

Assessment Association (ADAA). A dog will automatically fulfil the criteria of an Assistance Dog if either:

- It has been trained by an accredited member of ADUK: or
- The dog has been successfully assessed by the Assistance Dog Assessment Association (ADAA) within the preceding 6 months. No further re-assessment will be required once obtained.

In such cases, no further evidence regarding the need for an Assistance Dog will be required.

Dogs that fulfil this criterion will be permitted to accompany their owners at all times on our campuses. This means that the Assistance Dog is permitted in all LBU buildings, facilities, offices and University-managed student accommodation (unless there is a genuine health and safety or food hygiene risk meaning that this may not be possible).

## 5. University Register of Assistance Dog Users

Human Resources will be responsible for maintaining a register of colleagues who use an Assistance Dog. Managers should let the [Employee Relations Team](#) know if colleagues in their teams use an assistance dog.

Colleagues are encouraged to update their disability information in the 'sensitive information (disability description)' free-text field in their iTrent profile to state that they have an assistance dog.

Student Services will be responsible for maintaining a register of students who are known to use an Assistance Dog, in accordance with student record keeping procedures. Students are encouraged to share this information with the University during their application, when being supported by Disability Services or with their Course Team.

Event organisers will be responsible for accommodating the needs of event attendees/visitors to the University who use an Assistance Dog during their event.

## 6. Owner Responsibilities

Assistance dog owners are responsible for their dog's care, health, behaviour and hygiene at all times.

The University may restrict access of Assistance Dogs to certain areas for health and safety or food hygiene reasons (e.g., professional kitchens). Restricted areas may include research laboratories, medical facilities, areas where protective clothing is required, boiler rooms, and some sports facilities etc.

Assistance dog owners are encouraged to ensure they have the appropriate insurance for their dog and will be responsible for any damage to persons or University property caused by their Assistance Dog.

The University reserves the right to remove or bar entry to an Assistance Dog in the unlikely event that the dog poses a direct threat to the health and safety of others.

## 7. Toilet Facilities for Assistance Dogs

The University provides specific dog waste bins on our campus sites at the following locations:

Six bins can be found at our [Headingley Campus](#) in the following locations:

- 1 at the top of Church Wood Avenue on left hand side
- 1 attached to the Campus Central building
- 1 at side of South Lodge
- 1 at the Tennis Court
- 1 opposite bin store 3 CV
- 1 at the Sports Pitches

One bin can be found at our [City Campus](#) attached to the fence perimeter of the Rose Bowl car park.

## 8. Risk Assessments

Managers are responsible for ensuring that a person-specific risk assessment is conducted locally if a colleague or student is using an assistance dog in their School or Service area, in accordance with our Health and Safety (colleagues should refer to [the Health and Safety webpages](#)).

Colleagues who use an assistance dog may also wish to have a personal emergency evacuation plan (PEEP) specific to their workplace; contact [H&S@leedsbeckett.ac.uk](mailto:H&S@leedsbeckett.ac.uk) for further information.

## 9. Responding to issues and challenges

If an issue with an Assistance Dog arises, colleagues are encouraged to proactively address this with the Assistance Dog user so that a resolution can be found in the first instance. Colleagues should first raise their concerns with their Manager, and students are encouraged to raise their concern with their appropriate contact (teaching staff, Personal Tutor or other trusted staff member).

Any issues in that have not been resolved should be raised in accordance with the University's complaints handling procedure;

- [Student Complaints](#)
- [Stakeholder Complaints](#)
- [Human Resources A-Z Policies, Procedures and Guidance](#) and [Grievance Policy and Procedure](#)

Colleagues, visitors and students are encouraged to disclose incidents of bullying and harassment (including disability-related harassment) at any time using the [Support Report Respect platform](#).

Where an Assistance Dog poses adverse health risk to another person/people (student/s or colleague), the University may ask for more information regarding the health risk and consider suitable alternative and equitable arrangements for either party. Where a clear allergy risk to a specific individual is identified, steps should be taken to reduce this risk.

Cultural and religious objections to, or fear of, dogs will not be accepted as a justification for refusing access to Assistance Dog.

## **10. Useful Resources**

- [Welcoming Students with Assistance Dogs in Further and Higher Education – ADUK Quick Guide](#)
- [Employees with Assistance Dogs in the Workplace – ADUK Quick Guide](#)
- [Risk Assessment Template and Guidance](#)
- [Colleague Reasonable Adjustment Guidance – For Managers](#)