




## KP Live In Services

KP Live in Services, Edward James House, Hadley Park East T, Telford, Shropshire, TF1 6QJ

Review Sheet		
Last Reviewed 25 Nov '22	Last Amended 25 Nov '22	Next Planned Review in 12 months, or sooner as required.
Business impact	 <p>Minimal action required circulate information amongst relevant parties.</p> <p><b>LOW IMPACT</b></p>	
Reason for this review	Scheduled review	
Were changes made?	Yes	
Summary:	This policy will support and guide staff with their roles and responsibilities in relation to pets that might be in the service user's home. The policy has been reviewed with no significant changes and references checked and updated.	
Relevant legislation:	<ul style="list-style-type: none"> <li>• The Care Act 2014</li> <li>• Control of Substances Hazardous to Health Regulations 2002</li> <li>• Equality Act 2010</li> <li>• The Hazardous Waste (England and Wales) Regulations 2005</li> <li>• The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014</li> <li>• Health and Safety at Work etc. Act 1974</li> <li>• The Health and Safety (First Aid) Regulations 1981</li> <li>• The Health and Safety (Miscellaneous Amendments) 2002</li> <li>• Human Rights Act 1998</li> <li>• Management of Health and Safety at Work Regulations 1999</li> <li>• Mental Capacity Act 2005</li> <li>• The Workplace (Health, Safety and Welfare) Regulations 1992</li> <li>• Health and Social Care (Safety and Quality) Act 2015</li> <li>• Animal Welfare Act 2006</li> <li>• Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)</li> </ul>	
Underpinning knowledge - What have we used to ensure that the policy is current:	<ul style="list-style-type: none"> <li>• Author: HSE, (2022), <i>Zoonoses</i>. [Online] Available from: <a href="https://www.hse.gov.uk/biosafety/diseases/zoonoses.htm">https://www.hse.gov.uk/biosafety/diseases/zoonoses.htm</a> [Accessed: 25/11/2022]</li> <li>• Author: GOV.UK, (2018), <i>Caring for pets</i>. [Online] Available from: <a href="https://www.gov.uk/caring-for-pets">https://www.gov.uk/caring-for-pets</a> [Accessed: 25/11/2022]</li> </ul>	
Suggested action:	<ul style="list-style-type: none"> <li>• Encourage sharing the policy through the use of the QCS App</li> </ul>	
Equality Impact Assessment:	QCS have undertaken an equality analysis during the review of this policy. This statement is a written record that demonstrates that we have shown due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations with respect to the characteristics protected by equality law.	

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**1. Purpose**

1.1 To provide guidance for staff where Clients may have pets in the home environment.

1.2 To provide guidance around the roles and responsibilities of staff in relation to pets that might be in the Client's home.

1.3 This policy should be read in conjunction with the Infection Control Policy and Procedure at KP Live In Services.

1.4 To support KP Live In Services in meeting the following Key Lines of Enquiry/Quality Statements (New):

Key Question	Key Lines of Enquiry	Quality Statements (New)
CARING	C2: How does the service support people to express their views and be actively involved in making decisions about their care, support and treatment as far as possible?	QSC2: Treating people as individuals
SAFE	S5: How well are people protected by the prevention and control of infection?	QSS7: Infection prevention and control
WELL-LED	W1: Is there a clear vision and credible strategy to deliver high-quality care and support, and promote a positive culture that is person-centred, open, inclusive and empowering, which achieves good outcomes for people?	QSW1: Shared direction and culture QSW2: Capable, compassionate and inclusive leaders

1.5 To meet the legal requirements of the regulated activities that {KP Live In Services} is registered to provide:

- | The Care Act 2014
- | Control of Substances Hazardous to Health Regulations 2002
- | Equality Act 2010
- | The Hazardous Waste (England and Wales) Regulations 2005
- | The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014
- | Health and Safety at Work etc. Act 1974
- | The Health and Safety (First Aid) Regulations 1981
- | The Health and Safety (Miscellaneous Amendments) 2002
- | Human Rights Act 1998
- | Management of Health and Safety at Work Regulations 1999
- | Mental Capacity Act 2005
- | The Workplace (Health, Safety and Welfare) Regulations 1992
- | Health and Social Care (Safety and Quality) Act 2015
- | Animal Welfare Act 2006
- | Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

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**2. Scope**

- 2.1** The following roles may be affected by this policy:
  - | All staff
- 2.2** The following Clients may be affected by this policy:
  - | Clients
- 2.3** The following stakeholders may be affected by this policy:
  - | Family
  - | Advocates

**3. Objectives**

- 3.1** To safeguard the welfare of Clients, staff and animals.
- 3.2** All individuals follow infection control principles to minimise the risk of infection when in contact with animals.

**4. Policy**

- 4.1** KP Live In Services recognises that pets are a common part of a Client's home environment and can provide benefits to the wellbeing of Clients. Where pets are in the home environment, KP Live In Services will ensure that this is documented as part of the care planning process and that the wellbeing of staff is considered.
- 4.2** Staff are responsible for informing Mairita Prosko of any known allergies that may affect them if they come into contact with animals within a Client's home.
- 4.3** Staff have a duty to report any concerns of animal cruelty under the Animal Welfare Act 2006.
- 4.4** Where KP Live In Services supports in any way with keeping pets, due regard and vigilance will be paid to the management of infection control risks associated with keeping pets and an effective risk management system will be in place and documented.
- 4.5** Where KP Live In Services is supporting with animals in the home environment, roles and responsibilities will be clearly defined within the Pet Assessment Form as attached to this policy. This will clearly define accountability and must be in place.
- 4.6** Mairita Prosko will pay attention and due heed to the Dangerous Dogs Act 2014 and The Dangerous Wild Animals Act 1976 and not allow visits by staff to Clients' homes with prohibited animals, as well as complying with Section 3 of the Act that applies to every dog owner in England and Wales. Under this section, it is a criminal offence for the person in charge of the dog to allow it to be 'dangerously out of control' in a public place.

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**5. Procedure****5.1 Assessment and Management of Potential Pets**

It will be assumed that the Client and/or their family member will communicate during the care planning process and through ongoing conversations with KP Live In Services in relation to pets within the home environment.

Once highlighted, Mairita Prosko (or a designated other) will:

- | Provide the Client and/or their family members with a copy of this policy
- | Gather all the information necessary for a robust assessment as detailed within the attached assessment form and complete the assessment
- | Inform the Client and/or their family member of the roles, responsibilities and accountabilities identified in section 5.4 of this policy
- | Document within the Care Plan the agreed roles and responsibilities in relation to the animals when a Care visit is being undertaken

Once confirmed that a pet within the Client's home will not endanger members of staff and what protocol should be in place, Mairita Prosko or a designated other will complete the attached Pet Assessment Form.

**5.2 Communications**

Agreed arrangements will be shared with all staff to ensure that they understand the contents of the assessment plan and what they are responsible for.

Staff must inform Mairita Prosko of any known allergies so that action can be taken to minimise exposure and reduce the effects of the allergy.

Staff must inform Mairita Prosko should the behaviours of the animal change, i.e. it becomes aggressive, and a review of the assessment plan will take place.

**5.3 Roles and Responsibilities - Registered Manager**

Mairita Prosko will agree to have the following responsibilities:

- | To ensure that where a Client's home environment includes animals, the safety of Care Workers has been determined before the Care is accepted
- | To ensure any agreed arrangements, such as pets being put into a specific room of the home on Care visits, is clearly documented in the Client's Care Plan and staff are aware
- | To ensure that should animals become aggressive towards staff, this is dealt with promptly to ensure the safety of staff

**5.4 Roles and Responsibilities - Clients and/or their families**

Clients and/or their families will agree to the following responsibilities:

- | To ensure any agreed arrangements, such as the pet being moved to another room before Care visits, is adhered to
- | To ensure that should animals behaviour towards staff change, communication continues on the best way to provide support in the presence of animals in the home, i.e. animals are located in another part of the home

In circumstances where the Client is unable to fully understand this agreement, the family must agree to take full responsibility in abiding by this agreement and acting on the Client's behalf.

**5.5 Support Provided by KP Live In Services**

The following support from KP Live In Services may be provided where it is agreed as part of the Care Plan:

- | Staff who are 'animal-friendly' to exercise the pet (when the Client is unable) and clear up after it, disposing of waste appropriately
- | Staff to be prepared to empty litter trays if the Client is unable
- | Staff to help with feeding the pet if the Client is unable
- | Staff to transport the pet to and from the vet in an emergency situation only if the owner/family are unable to do so

**5.6 Infection Control Considerations**

The Infection Control Policy and Procedure must be referred to for the key principles in reducing the risk of infection. However, as a minimum, staff will ensure that:



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- | Staff wash their hands in accordance with the Infection Control Policy and Procedure and pre and post animal contact
- | Staff refrain from handling animals when wearing their uniforms. However, where this is unavoidable, disposable aprons should be worn
- | Disposable gloves and plastic aprons are worn by the pet handler when cleaning up animal urine and faeces
- | Waste material is disposed of immediately where this is part of the Care Plan – in a sealed offensive waste bag
- | Staff who come into contact with an animal will cover all new and existing cuts and grazes with waterproof dressings and/or gloves
- | Staff will have an awareness of zoonosis and have access to resources to inform others

### 5.7 Changing Needs

The following situations may arise when it is no longer acceptable for staff to be around a Client's pet:

- | When it has a negative impact on staff
- | When the behaviour of the animal changes, i.e. it becomes aggressive towards other people
- | When the Client can no longer look after their pet or has passed away

Mairita Prosko will discuss with the Client and/or their family member on ways to proceed with the Care being provided by KP Live In Services.

### 5.8 Animal Welfare

Any staff member who has a concern regarding the wellbeing of a pet must report this to the Registered Manager, or a designated other, at the earliest opportunity so that appropriate action can be taken.

Mairita Prosko, or a designated other, must contact the Royal Society for the Prevention of Cruelty to Animals (RSPCA) to report someone neglecting or being cruel to an animal in England or Wales.

RSPCA 24-hour cruelty and advice line

0300 1234 999

24-hour service

### 5.9 Accidents and Incidents

Any incident involving an animal and a member of staff must be reported to KP Live In Services and recorded on an accident form.

Dependent on the severity of the injury, Mairita Prosko will consider the essential need to report to regulatory bodies such as the CQC, the Bath and North East Somerset Safeguarding Team and RIDDOR. All accidents and incidents will be reviewed by Mairita Prosko and used as an opportunity for reflection of practice and a means of reviewing and learning to prevent and reduce the risk of reoccurrence.

### 5.10 Training and Education

- | Staff will need to be familiar with the contents of this policy
- | Staff can be made aware through local induction
- | Staff must also hold competence in infection control and have attended training in relation to this as a mandatory requirement of KP Live In Services

### 5.11 Review

The situation will be kept under regular review as part of the care planning process, to ensure the safety of staff.



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## 6. Definitions

### 6.1 Zoonosis

- | A zoonosis is any disease or infection that is naturally transmissible from vertebrate animals to humans
- | Animals thus play an essential role in maintaining zoonotic infections in nature
- | Zoonoses may be bacterial, viral, or parasitic, or may involve unconventional agents

### 6.2 Dangerous Dogs Act - List of banned breeds

- | According to the United Kingdom Dangerous Dogs Act there are four specific types of dog that are considered to be specially controlled dogs, these are:
  - | Pit Bull Terrier
  - | Japanese Tosa
  - | Dogo Argentino
  - | Fila Brasileiro

### 6.3 Wellbeing

- | The state of being comfortable, healthy, or happy, 'an improvement in the individual's wellbeing'



## Key Facts - Professionals

Professionals providing this service should be aware of the following:

- | It should also be recognised that safety must be fully assessed and the risks balanced against the benefits before allowing staff to work with animals in a Client's home environment
- | An assessment and management plan must be completed and the Client consulted to ensure a safe environment for staff to work in
- | Staff and Clients have a duty of care towards the welfare of the pet and must report any concerns immediately
- | Infection control principles are vital in minimising the risk of infection when in contact with animals
- | It is well researched that the presence of animals is known to bring therapeutic benefits to their pet owners. KP Live In Services cannot stop Clients having animals within their home but will ensure the safety of staff at all times



## Key Facts - People affected by the service

People affected by this service should be aware of the following:

- | You are encouraged, as part of the care planning process, to discuss any pets you may have in your home
- | Mairita Prosko will need to take into account the needs, safety and welfare of all staff at KP Live In Services
- | Mairita Prosko has the responsibility of completing an assessment to minimise any risks associated with the animal
- | You are encouraged to discuss any aspects of this policy with staff or Mairita Prosko



## Further Reading

As well as the information in the 'underpinning knowledge' section of the review sheet we recommend that you add to your understanding in this policy area by considering the following materials:

### **Pets as Therapy:**

<https://petsastherapy.org/>

### **National Animal Welfare Trust - Changes to the Dangerous Dogs Act - Advice to Owners:**

<https://www.nawt.org.uk/sites/default/files/docs/DDA%20Changes%20AdviceF.pdf>



## Outstanding Practice

To be 'outstanding' in this policy area you could provide evidence that:

- 1 The wide understanding of the policy is enabled by proactive use of the QCS App
- 1 The assessment plan in place when considering supporting pets is fully complete and demonstrates all efforts made to accept the pet
- 1 Mairita Prosko and staff pay due attention and regard to infection control management, the safety of Clients, staff and the welfare of animals



## Forms

The following forms are included as part of this policy:

Title of form	When would the form be used?	Created by
Pet Assessment Form - AR72	To assess where a service user has pets and provide an agreement to assign accountability and responsibility.	QCS

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<b>Pet Assessment – Page 1</b>	
Client name:	
<b>To be completed prior to Care being provided by KP Live In Services.</b>	
Description of pet, including size:	
Assess risks, including to staff, e.g. tripping, hygiene, allergy, aggressive or intimidating behaviour:	
Proposed arrangements for keeping pet when Care visits are taking place and, if applicable, proposed arrangements where staff are involved in supporting with the pet:	





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**Pet Assessment – Page 2**

**Statement:**

The Client is responsible for all costs associated with the pet, including food, vet fees, other treatment costs, bedding, feeding implements, regular worming and flea treatment, costs of alternative housing or putting down should circumstances change and the Client, assisted by family or friends, is no longer be able to accommodate the pet.

Signed by the Client to indicate agreement with the responsibilities as set out in the Pets Policy and Procedure, the costs, and the agreed arrangements.

Assessor – ensure that the Client receives a full copy of the Pets Policy and Procedure before making a decision as to whether to take up Care with KP Live In Services.

Signed (Client):

Date:

**Decision by Mairita Prosko**

**Agree to Care where pets are in the Client's home? Yes / No**

State reasons and give a copy of this completed form to the Client:

Accountability Signature (person completing to print name and sign):

Date of form completion:

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<b>Agreement to Support with a Client's Pet - Page 1</b>	
Client name:	
Date of care starting:	
Description and name of pet:	
Feeding routine:	
Sleeping habits:	
Other known behaviours / habits:	
Veterinary checks:	
History of worming and flea prevention procedures:	
Any Public Liability Insurance they may have:	

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<b>Agreement to Support with a Client's Pet - Page 2</b>	
What is to happen to the pet if it dies?	
What is to happen to pet if owner dies first?	
Any additional comments:	
<b>Agreement: To be entered into only after reading the Pets Policy and Procedure in full and agreeing to all of its terms.</b>	
<p>I, the Client named above, have read and fully understood the full Pets Policy and Procedure, a copy of which has been given to me with sufficient time to make an informed decision.</p> <p>I acknowledge the offer of KP Live In Services to support my pet in accordance with the Policy and the Assessment Notes which I have signed, I understand the responsibilities contained in that policy and agree to the support of my pet under those terms.</p> <p>Signed: Date:</p>	
Accountability signature (person completing to print name and sign):	Date of form completion:

