

Pets in the Community Centre Policy

Bristol Estate Leaseholders & Tenants Association CIC

Document Control

Document Title: Pets in the Community Centre
Document Reference: PC0823-1
Version: 1

Effective Date: March 2023
Last Revised: August 2023
Next Review Date: August 2025

Author: Benjamin D'Montigny
Chair Trustee
Approver: Lousia Newbury
Trustee

Confidentiality Level: Public

Change History			
Version	Date	Revised By	Description of Changes
0.1	01/03/23	Benjamin D'Montigny	First Draft Creation
1.0	23/08/23	Benjamin D'Montigny	Approved for Public Access

This document is the property of BELTA. Unauthorised copying, distribution, or use is strictly prohibited. Ensure that you are using the most recent version of this document, as indicated above. Any feedback or suggestions for improvements to this document should be directed to the Trustee Board.

Purpose:

The purpose of this policy is to establish guidelines for users of the space and guidelines who bring pets to the Bristol Estate Leaseholders & Tenants Association CIC (BELTA) Community Centre. This policy aims to ensure a safe, comfortable, and productive environment for all users, customers, and visitors, while also accommodating the needs of pet owners.

Scope:

This policy applies to all users of the space, including customers, and visitors who bring pets to the Community Centre both inside the building and the defined outside patio area, regardless of the type of pet or the reason for its presence.

Policy:

- 1) Users are required to obtain prior approval from the BELTA Trustees Board before bringing a pet to the workplace. Visitors are not required to obtain prior approval, however should inform the Activity Leader that they would like to bring a pet into the space.
- 2) Pets must be well-behaved, fully vaccinated, and in good health. Any aggressive, intimidating or disruptive behaviour by a pet will not be tolerated and BELTA reserves the right to ask owners of aggressive or disruptive pets to leave the premises.
- 3) Owners are responsible for ensuring that their pets do not pose a health or safety risk to themselves, other users, customers, or visitors.
- 4) Owners must clean up after their pets and properly dispose of any waste appropriately.
- 5) Pets must be kept on a handled leash or in a carrier at all times and must not be allowed to free-roam around the space at any time.
- 6) Owners are responsible for ensuring that their pets do not cause damage to the workplace or interfere with the work of others. Any damages caused by pets may result in the owner being financially liable for the cost of repair or replacement of damaged items.
- 7) Owners are responsible for ensuring that their pets do not enter the kitchen area or any food preparation areas at any time.
- 8) Owners are responsible for ensuring that their pets are kept clear of any entrance ways and thoroughfares.
- 9) Group Leaders, at their discretion, may forbid pets to enter the space and eject an owner if they deem it necessary to do so. If this occurs, the Group Leader should inform the Trustee Board for documentation and review of the incident.

- 10) BELTA reserves the right for groups and activities that involve vulnerable client groups, such as children, elderly, those with disabilities to forbid pets within the space during those activities in line with the specific group's risk management policy.
- 11) Any animal related injuries or incidents must be immediately reported at the earliest opportunity to the Trustee Board with as much detail on the incident as possible so an Incident Report can be generated and appropriate action taken.
- 12) Service animals, as defined by the Equality Act (2010), are exempt from this policy.

This policy may be reviewed and revised at any time by the Trustee Board. BELTA reserves the right to prohibit pets in the workplace if they pose a health or safety risk, or if they interfere with the work of others.