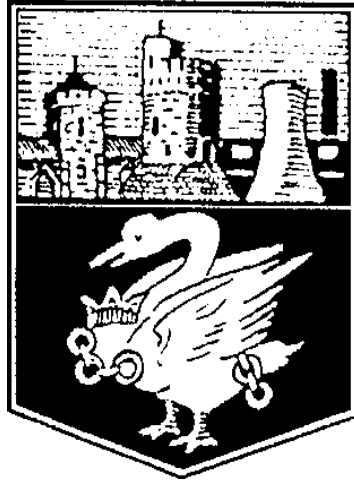




CALDICOT TOWN COUNCIL

Dog-Friendly Workplace Policy

Adopted Full Town Council 29 July 2026

To be reviewed at AM 2027

Dog-Friendly Workplace Policy

Caldicot Town Council Building and Community Garden

Introduction

This policy outlines the rules and guidelines for bringing dogs into Caldicot Town Council offices. The council understands the benefits of having pets in the office and aims to create a welcoming environment for employees and their dogs, as well as users of the building, while also ensuring the safety and comfort of all staff and visitors. It also acknowledges that some dogs are recognised Health Support animals.

Scope

This policy applies to all employees who wish to bring their dogs to the office. Aspects of the policy apply to any visitors who wish to bring their dogs into the building.

Responsibilities

Employees who bring their dogs to the office must be responsible for their pet's behaviour. Dogs must be clean, well-behaved, and up-to-date on all required vaccinations. Employees are responsible for any damage or injury caused by their pets.

Guidelines

- All dogs should be kept on a leash or in a designated area at all times.
- Dogs may not be allowed in certain identified areas.
- Dogs should not be left unattended for long periods.
- Any dog showing signs of illness or aggressive behaviour must be removed from the office immediately.
- Owners/anyone bringing a dog in, must clean up after their dogs.
- Attention should be drawn to anybody using the facilities that there may be a dog in the building, the dog should then be kept away from groups where there may be any issues.

Health and Safety

- Risk assessments will be conducted to ensure that the presence of dogs does not pose a risk to the health and safety of employees or visitors.
- Anyone with allergies or phobias should inform management so that suitable arrangements can be made.

Insurance

The council may require proof of liability insurance covering any damage or injury caused by the dog.

Breach of Policy

Failure to comply with this policy may result in disciplinary action and could lead to a revocation of the privilege to bring dogs to the office.