

## Health and Safety of Children, Young Persons And Vulnerable Adults on University Premises

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## 1 Purpose

- 1.1 The purpose of this procedure is to ensure that Children, Young Persons and Vulnerable adults on University premises are protected from the risks from health and safety hazards as far as is reasonably practicable in accordance with relevant legislation, including the Health & Safety at Work Etc Act 1974 and the Children's Act 2004.

## 2 Definition

- 2.1 **Children/ Young person:** A child is anyone who has not yet reached the official minimum school leaving age and a young person is anyone up to the age of 18 years. This is in accordance with recognised legislation and guidance including the Management of Health & Safety at Work regulations 1999
- 2.2 **Vulnerable adult:** A vulnerable adult is someone over the age of 18 who is considered 'vulnerable' for one reason or another. He/she may for example be unable to take care of him/herself, or he/she may be unable to protect him/herself against significant harm or exploitation and abuse. Such abuse may be physical, financial, sexual, psychological, professional or institutional.
- 2.3 The University implements a Safeguarding Policy and Procedure for Children, Young Persons and Vulnerable Adults and this procedure should be followed in accordance with that, and other Health and Safety procedures as appropriate. The University also implements a policy on the 'Support of Pregnant Students and Students with Infants'
- 2.4 The University buildings have been designed with the adult population in mind. Precautions in place to prevent accidents and injuries within the workplace may not always be adequate for children because of their size, inexperience or inquisitive nature.
- 2.5 Examples of situations where children or young people may be on University premises include Summer School, Work Experience, Sports Activities, Schools and Colleges Visits, Admissions Interviews, Open Days, Family Events, and Chaplaincy arranged activities. The list is not exhaustive.
- 2.6 Children or young people should not be left alone with just one staff member. Admissions Interviews should take place with two trained interviewers and in an appropriate location as outlined in SPA (Supporting Professionalism in Admissions) Guidance.
- 2.7 The ratio of children to adults depends on the age of the children, the risk of the activity being undertaken and other factors including the needs and requirements of individual children. Advice is available from the Department for Education, National Union of Teachers and Health and Safety Executive.

### **3 Responsibilities**

- 3.1 Where a student under the age of 18 at the time of enrolment is admitted to the University, the Admissions Department are responsible for bringing the identity of the student to the attention of Student Support Services. Vulnerable adults admitted to the University as students may require additional support and it is the responsibility of Student Support to create a suitable and sufficient 'Learning Support Plan' for the individual concerned, seeking independent medical advice if necessary.
- 3.2 It is the responsibility of the relevant Head of School or Head of Department for University organised events to ensure that a suitable and sufficient risk assessment of all activities within their area of control is carried out, with adequate procedures to ensure the health safety and welfare of children and young persons on University premises.
- 3.3 It is the responsibility of the relevant Person in Charge of children or Young Persons visiting the University to ensure that suitable and sufficient risk assessment of all activities within their area of control is carried out, with adequate procedures to ensure the health safety and welfare of children and young persons on University premises.
- 3.4 All children and young persons on University premises must be supervised at all times by those qualified and authorised to do so, having completed the Disclosing and Barring Services (DBS) checks where necessary. Further information on this can be found within the University Safeguarding Policy

### **4 Employees/Students/Apprentices bringing Children or Young Persons to the Workplace**

- 4.1 The practice of employees, students or apprentices bringing their own children, young persons or vulnerable adults into the workplace whilst they are at work or study, for example when other normal care arrangements have failed, is not encouraged in the interests of the health and safety of staff, students, apprentices and visitors concerned. The University recognises that there may however, be occasion where it is unavoidable for staff, students and apprentices to bring their own young people or vulnerable adults onto campus. In such circumstances, the staff member, student or apprentice is responsible for the direct supervision and welfare of the young person/vulnerable adult during their time on Campus.

- 4.2 Staff, students or apprentices bringing children, young persons or vulnerable adults onto University premises must make sure they are aware of hazardous areas included, but not limited to, building works in progress, staircases, lifts, and ponds. If the child, young person or vulnerable adult is in an office environment, the staff member or student or apprentice responsible for them must pay particular attention to ensuring they cannot be harmed by hazards such as computers and other electrical equipment, kettles, heaters, uncovered plug sockets, trailing wires and objects which could fall onto them or cause injury. This list is not exhaustive.
- 4.3 Children, young people and vulnerable adults must NOT under any circumstances be allowed in any high risk areas of the University, including laboratories, studios, kitchens or workshops without supervision as appropriate. This list is not exhaustive and clarification if in doubt must be sought from the Health & Safety Officer or Head of Department concerned.
- 4.4 Children, young people or vulnerable adults must not disturb others at work or misuse or damage any University property.

## **5 Risk Assessment**

- 5.1 No activity may be organised for children or young persons without the prior permission of the relevant Head of Department. All University activities, including those intended for children are subject to a suitable and sufficient risk assessment having been carried out in accordance with the University Risk assessment procedure.

## **6 Fire and Accident Procedures**

- 6.1 Staff, students or apprentices bringing children, young people or vulnerable adults onto University premises must ensure that in the event of the activation of the fire alarm that they follow the University Fire Procedure particularly in relation to ensuring the safe evacuation of visitors whom they have invited onto University premises. Children, young people and vulnerable adults should not be left alone, particularly in buildings which they may not be familiar with, and should be supervised at all times.
- 6.2 Staff, students or apprentices bringing children, young people or vulnerable adults onto University premises are responsible for the adequate provision of First Aid for them in the event of medical emergency. The University has several members of staff trained in First Aid in accordance with the First Aid at Work Regulations which is based on the assumption that casualties at work are adults, and therefore staff have NOT undertaken any additional First Aid training in relation to children, unless it is a specific requirement of their role.

## **7 Falls and Glazing**

- 7.1 The Event Organisers are responsible for working with the Estates and Facilities department to ensure that there is a detailed review of the event area of operational activities to ensure that safety standards relevant to the safety of children are implemented. Guarding is required to prevent falls from a distance likely to cause injury.
- 7.2 The Event Organisers are responsible for providing the Estates and Facilities department sufficient information regarding the operational areas and activities of the event so that the Estates and Facilities department can ensure that glazing in critical areas must either resist breakage, break safely or be protected against breakage (be guarded). It is the responsibility of the Estates and facilities department to ensure that any glazing identified meets the minimum Health and Safety requirements in relation to the areas of operation. Should there be a change of use of operational activity then it is incumbent on the responsible person making these changes to liaise with the Estates and Facilities department to advise them of this change of use before any activities are undertaken, allowing sufficient time for any necessary health and safety adjustments to be made.

## **8 Emergency Contacts**

- 8.1 Emergency contact details of parents/legal guardians must be provided for all children and young persons invited onto University premises for any activity. Parents or legal guardians are responsible for ensuring that the University has been informed of any special needs or requirements, including health conditions or allergies that their child may have.