

## Young Persons' Policy

<b>Approving Body</b>	<i>Health, Safety and Environment Committee</i>
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## Young Persons' Policy

### **1.0 Introduction:**

- 1.1 In accordance with the Aberystwyth University (AU) Health and Safety Policy, the University recognises its extended duty for ensuring the well-being and safety of young persons' when on University premises or property, or when participating in University-led activities. This extended duty must be taken into account by every person who is involved, to any extent, with the supervision or control of young persons, and when conducting risk assessments.
- 1.2 AU is committed to providing a safe environment for all of its employees, students and those people that use its facilities and services.
- 1.3 AU recognises that young persons may require additional protection in accordance with its statutory duties and common law duty of care.

### **2.0 Scope:**

- 2.1 AU has a duty of care under Section 3 of the Health and Safety at Work etc. Act 1974 and Section 19 of the Management of Health and Safety at Work Regulations 1999, to ensure that young persons affected by AU activities are appropriately safeguarded whilst on AU premises or property, or when participating in University-led activities, as far as is reasonably practicable.
- 2.2 A safe and supportive environment must be presented for all staff, students and visitors to AU.
- 2.3 To protecting young persons affected by AU activities from any potential forms of abuse.
- 2.4 To guard AU staff members from unreasonable allegations.
- 2.5 To identify the responsibility of individuals and their statutory duty towards young persons in their care at AU.
- 2.6 To establish a number of subsidiary codes of practice, procedures and guidance which relate to AU activities which may include the involvement of young persons.
- 2.7 To comply with the Occupiers Liability Acts 1957 and 1984.
- 2.8 Local Policies and procedures, in addition to this Policy, must also be adhered to (Section 20).

### **3.0 Definitions:**

- 3.1 **Staff:** Persons employed in the service of AU.
- 3.2 **Students:** Any person currently registered for the receipt of instruction at AU.
- 3.3 **Young Person:** Anyone of the age of 17 and under.
- 3.4 **University premises:** All buildings, grounds, roadways, vehicles and other means of transport owned or managed by AU.

### **4.0 Roles and Responsibilities:**

- 4.1 Pro Vice-Chancellor for Faculty or Head of Professional Service Department: Day-to-day responsibility for the implementation of this Policy. They should ensure that the



appropriate mechanisms are in place to ensure that the risk assessments are carried out and that suitable and sufficient control measures are in place and are in operation; this should be established before any young persons are admitted to the area under their control. Responsible adult(s) should be notified of the outcome of the risk assessments and any safeguards that are to be implemented to ensure the health and safety of the young person(s).

4.2 Emergency Situations:

4.2.1 There may be emergency situations where child care problems are encountered by parents or guardians, staff and students. These occasions should be rare and exceptional. If such a situation was to arise, the following should be undertaken:

4.2.1.1 It is the clear responsibility of the responsible adult to make the Pro Vice-Chancellor for Faculty or Head of Professional Service Department aware of the young person's presence, before the event, whenever possible, and to discuss the safety aspects with him/her at that time.

4.2.1.2 At which time the Pro Vice-Chancellor for Faculty or Head of Professional Service Department may need to consult with the local Health and Safety Co-ordinator, Biological Safety Officer, Radiation Protection Supervisor (if applicable) or the University's Health, Safety and Environment Team, among others.

4.2.1.3 If the Pro Vice-Chancellor for Faculty or Head of Professional Service Department is unavailable, the authorised deputy should be consulted, and agreement obtained.

4.2.1.4 Such matters as supervision and containment of the young person, and what to do in an emergency, such as a fire, should be discussed.

4.2.1.5 There have been a number of occasions when students/staff have thought that bringing their young persons, young babies in particular, into work was their only option, but on exploration of the situation it is very often found that this is not the case and other more satisfactory arrangements can be made, e.g. working from home.

4.3 Emergency procedures should be conveyed to all relevant parties.

4.4 Event organisers must have contact lists for parents and/or guardians of young persons' attending.

**5.0 Reasons for Young Persons at AU:**

5.1 "Public areas" – e.g. Arts Centre (Section 10 and 11)

5.2 Work experience (Section 12)

5.3 Young persons of staff that are required to occupy an official residence

5.4 "Open days" and similar events (Section 13)

5.5 Social occasions in AU buildings/grounds – e.g. Christmas parties (Section 13)

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- 5.6 Subject of a study- e.g. Psychology (Section 14)
  - 5.7 In University accommodation when accompanied by a parent, guardian or responsible adult
  - 5.8 Brought into school/office by staff or student parent(s), or guardian, by choice, or due to an emergency situation
  - 5.9 Waiting, for example, after school for parent, guardian or other person
  - 5.10 Trespassers (Section 17)
  - 5.11 School Visits

**6.0 Residential Schools/School Trips/University Schemes** (those undertaking a degree) (Section 18)

- 6.1 Other (Section 19)

**7.0 Areas of No Admission:**

- 7.1 Young persons must not enter the following areas unless it is a planned event and they are supervised/accompanied by a suitable and sufficient person:
  - 7.1.1 Laboratories (excluding computer workstation rooms)
  - 7.1.2 Workshops
  - 7.1.3 Commercial Kitchens
  - 7.1.4 Listed 'hazardous' areas
  - 7.1.5 Bars
- 7.2 Young Persons should not be allowed to walk through buildings alone; they should be collected from a suitable, predetermined point, at a predetermined time and constantly supervised by a responsible adult.

**8.0 Restricted activities:**

- 8.1 Young persons should not undertake any activities that expose them to the following:
  - 8.1.1 Radiation
  - 8.1.2 Levels of noise breaching the lower exposure action value ( $\bar{x}$  80 dB/day or week)
  - 8.1.3 Vibration
  - 8.1.4 Toxic substances
  - 8.1.5 Extreme temperatures
  - 8.1.6 Lasers
  - 8.1.7 Power tools
  - 8.1.8 Alcohol
- 8.2 For activities in low-risk environments, such as offices, with everyday risks that would be universally familiar, existing arrangements should suffice to allow the commencement of activities by the young person. The risk assessments should, however, still be reviewed before the activity takes place.
- 8.3 In less-familiar environments for young persons, arrangements should be specifically put into place to manage the risks. This should include a site induction, familiarisation,



supervision and any personal protective equipment (PPE) as indicated in the relevant risk assessments.

- 8.4 For high-risk activities and areas, such as those in agriculture, a detailed and specific risk assessment of the required tasks for the individual should be completed. This should include arrangements for the management of such tasks, instruction, training, supervision and review.
- 8.5 There may be age limits on particular activities, for example, on some woodworking equipment. Anyone under the minimum age should not be allowed to use the equipment.
- 8.6 Young persons must not drive AU-owned vehicles.

## **9.0 Risk Assessments:**

- 9.1 This policy, in line with the requirements of the Management of Health and Safety at Work Regulations 1999, introduces a general requirement for a risk assessment to be undertaken. This should identify hazards associated with young persons within their destination Faculty / Department and ensure that all adequate control measures are in place to secure their safety.
- 9.2 The risks associated with young persons on AU property relate to individuals' perception of risk and the inherent dangers associated with the Institution's activities and undertakings.
- 9.3 Risk assessments should consider the hazards associated with the activities of the Faculty or Department, its environment and the potential for individuals to be harmed or put at risk.
- 9.4 The risk assessments must take into account the inexperience and lack of awareness of potential risks, and the immaturity of young persons in all envisaged circumstances.
- 9.5 Risk assessments must consider the following issues:
  - 9.5.1 The circumstances when young persons may be permitted within a building(s), which the Faculty or Department occupies, and on Faculty- or Department-led, off-site activities.
  - 9.5.2 The level of adult supervision, including their experience and capabilities. Adult to young person ratios should reflect the level of assistance necessary to safely evacuate and control young persons in the event of an emergency, in addition to supervising a visit or activity; This ratio is not prescribed by law but should take into account the activity(ies) being undertaken, and the age and maturity of the individuals.
  - 9.5.3 The organisation of processes and activities where individuals may be affected.
  - 9.5.4 The infrastructure and layout of the area or workspace.
  - 9.5.5 The extent of the health and safety information provided or to be provided to those concerned.
  - 9.5.6 Prohibited areas.
  - 9.5.7 Physical characteristics of an area, activity, or equipment scheduled for use. Also to consider those items in communal areas that could cause harm.

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- 9.5.8 Numbers of young persons to be permitted.
  - 9.5.9 First aid arrangements and trained staff.
  - 9.5.10 Emergency arrangements and evacuation procedures.
  - 9.5.11 The purpose and necessity for permitting young persons onto AU property.

#### **10.0 Young Persons in “Public” Areas:**

- 10.1 All areas where young persons can be admitted as “public”, such as the Sports Centre and the Arts Centre, should take their particular needs into account.
- 10.2 Specific risk assessments should be produced for “public” events and linked to the recommendations in Section 9.
- 10.3 These areas fall under the AU public liability insurance.

#### **11.0 AU Activities and Classes Aimed at Young Persons (including those undertaking degrees):**

- 11.1 Those people employed by AU to undertake the instruction of a class or activity aimed at young persons should have been employed in accordance with the University’s Safeguarding of Vulnerable Persons Policy, including a Disclosure and Barring Service (DBS) check.
- 11.2 Any AU activity should be subject to specific risk assessments under the requirements of the AU Health and Safety Policy.
- 11.3 Responsibilities set out to control identified risks are in writing and communicated to those involved.
- 11.4 All necessary training is provided to those running the activity or class.

#### **12.0 Young Persons Undertaking Work Experience:**

- 12.1 Notification of such placements should be provided to the University’s Human Resources Department. No arrangements for work experience should be made without the knowledge of this Department. All regulations, for example, those defining working hours restrictions, must be adhered to.
- 12.2 Members of staff who are appointed to positions which may include working with vulnerable adults and/or children must undergo a Disclosure and Barring Service Check.
- 12.3 All necessary risk assessments must be produced and/or any alterations made to existing assessment and arrangement documents.
- 12.4 Specific risk assessments must be produced in accordance with Sections 7 and 8.
- 12.5 The parents or guardian of the young person should be notified of the outcome of the risk assessments and any safeguards that are to be implemented to ensure their health and safety.
- 12.6 If necessary, the individual should attend a Human Resources staff induction session to familiarise themselves with AU policies and procedures.

#### **13.0 Open Days and Similar Events, including Social Activities:**

- 13.1 Young persons should be suitably controlled and supervised by a responsible adult at all times.

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- 13.2 Responsible adults should restrict access to stairs, lifts, laboratories, commercial kitchens, bars, workshops, animal accommodation and other hazardous areas as necessary.
  - 13.3 All relevant health and safety information should be communicated as far as reasonable practicable to visitors from outside of the University, regardless of their age; this includes safety signs, posters and briefings.
  - 13.4 Risk assessments should be produced for all activities being undertaken, with the assumption that young persons may attend.

**14.0 Young Persons as a Subject of Study:**

- 14.1 No research using or otherwise engaging with young persons must commence, without the permission of the relevant Research Ethics Committee and the appropriate management representatives.
- 14.2 All research should be planned and approved in accordance with the AU Research Ethics Policy.
- 14.3 A satisfactory risk assessment should be compiled and communicated between all relevant parties. All control measures must be put into place.
- 14.4 Written permission must be obtained from a parent or guardian before research commences.
- 14.5 Members of staff who are appointed to positions which may include working with vulnerable adults and/or children must undergo a Disclosure and Barring Service Check.

**15.0 During Construction and Building Works:**

- 15.1 AU has an active programme of construction of new buildings and renovation of existing ones. Such work can create additional dangers for young persons. Any risk assessments for the presence of such individuals must be reviewed in light of such work and any specific arrangements required to prevent access must be put into place before work begins.

**16.0 Unauthorised Young Persons:**

- 16.1 Much of AU grounds are often used as short-cuts by young persons. It is therefore necessary to ensure that all that is reasonably practicable has been achieved so that their safety is ensured whilst traversing through AU property.

**17.0 Trespassers:**

- 17.1 AU has a duty of care to trespassers under the Occupiers Liability Act, 1984. Therefore, where it is impossible to prevent unauthorised access, all reasonable care must be taken to ensure that trespassers are not put at risk.

**18.0 Residential Schools/School Trips/University Schemes (those undertaking a degree)**

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- 18.1 Under Section 4 of the Health and Safety at Work etc Act 1974, Aberystwyth University is responsible for providing sufficient means of access and egress to the premises and to ensure a safe and suitable environment.
  - 18.2 Young persons' attending a residential stay are not required to be accompanied by a parent/guardian, however, written consent to stay and utilise Aberystwyth University facilities and services, must be obtained prior to the activity.
  - 18.3 If residential stays are organised via an external organisation (i.e. not a residential summer school offered by the University), supervision must be externally provided; this may include levels of remote supervision as part of the development programme.
  - 18.4 Levels of required supervision must be noted in the associated risk assessments and standard operating procedures; these must be provided to an Aberystwyth University representative for the event for reference and approval.
  - 18.5 For residential events arranged by Aberystwyth University, appropriate measures must be taken and indicated via a risk assessment, to provide the sufficient supervision for the activity and all requirements adhered to under Section 9 of this Policy.
  - 18.6 Persons residing in Aberystwyth University premises (residential and non-residential areas) and utilising Aberystwyth University facilities and services must adhere to all University Policies, practices, procedures and rules.

#### **19.0 Other Situations:**

- 19.1 The AU Health and Safety Policy and all other relevant AU policies must be adhered to at all times and compliance maintained under the Health and Safety at Work etc. Act 1974.
- 19.2 The recommendations in the previous Sections are not exhaustive and hereby apply to a range of other situations not outlined specifically in this document.

#### **20.0 Local Procedures and Policies**

***This, and other health, safety and environment policies, may be supplemented by local policies and procedure. Further advice can be made available if required, via the AU Health, Safety and Environment Team.***

#### **21.0 Supplementary Documents**

Safeguarding of Vulnerable Person Policy:

<https://www.aber.ac.uk/en/media/departmental/humanresources/Safeguarding-Policy-Final-March-2016.pdf>