



# Children, Young Persons and Adults at Risk on Site Policy and Procedures

Author:	Beth Webster	Interim Head of Safety
Authorised by:	John Stephenson	On behalf of School Safety Committee
Issued by:	Safety Office	
Review Date:	<b>NO LATER THAN 3 YEARS AFTER ISSUE</b>	

## Contents

1	Children, Young Persons and Adults at Risk on Site.....	1
2	Policy and Procedures .....	1
1.	Introduction .....	3
2.	Definitions.....	3
2.1	Children .....	3
2.2	Young Persons .....	3
2.3	Adults at Risk.....	3
2.4	Parent/Guardian .....	3
3	Responsibilities .....	4
3.1	Deans of Faculty and Heads of Professional Support Services.....	4
3.2	Safety Advisor.....	4
3.3	Employees, Contractors, Users etc.....	4
4	Procedures .....	4
4.1	General procedures .....	4
4.2	General Conditions .....	5
4.3	Shared Workspaces.....	5
4.4	Advice.....	5
5	Risk Assessment Guidance .....	5
6	References .....	6



## 1. Introduction

London School of Hygiene and Tropical Medicine (LSHTM) has a legal duty to protect the health, safety and welfare of all persons affected by our undertaking. This includes, with special regard, children (those aged under 16), and young persons (those aged 16 or 17 years old).

The purpose of this policy is to promote practical measures to minimise the risk to the health, safety, and welfare of children and young persons at LSHTM, regardless of whether they are visitors, employees, students, or those affected by the activities of our university.

## 2. Definitions

### 1.1 Children

A child is defined as a person below the age of 16 [1]

### 1.2 Young Persons

A young person is aged between 16 and 18 [2]

### 1.3 Adults at Risk

A person is an Adult at Risk if they have attained the age of 18 and

- (a) They are in residential accommodation,
- (b) They are in sheltered housing
- (c) They receive domiciliary care
- (d) They receive any form of health care
- (e) They are detained in lawful custody
- (f) They are by virtue of an order of a court under supervision by a person exercising functions for the purposes of Part 1 of the Criminal Justice and Court Services Act 2000 [3](c. 43)
- (g) They receive a welfare service of a prescribed description,
- (h) They receive any service or participate in any activity provided specifically for persons who fall within subsection (9)
- (i) Payments are made to them (or to another on their behalf) in pursuance of arrangements under section 57 of the Health and Social Care Act 2001 [4] (c. 15)
- (j) They require assistance in the conduct of their own affairs

### 1.4 Parent/Guardian

Any person who brings a young person or child to LSHTM, under any circumstances, where the LSHTM has not taken formal responsibility for that young person or child.

To avoid confusion any and all reference to children will apply to young persons unless specifically stated and vice versa.



## 2 Responsibilities

### 2.1 Deans of Faculty and Heads of Professional Support Services

- Ensure that the work undertaken by young persons (not children) and adults at risk is within their physical and psychological capabilities.
- Consider the increased risk of injury to young persons (not children) and adults at risk due to their insufficient attention to safety or lack of experience and/or training.
- Be aware of any harmful exposure to radiation, or substances that are toxic, can cause cancer or that can cause damage or harm to the unborn child that the young person (not children) or adult at risk may be exposed to and either eliminate or reduce the risk to the lowest possible level practicable
- Make provision for supervision at all times and monitoring of the young person or adult at risk to be able to identify any additional adjustments
- Allow sufficient resource so that any adjustments for all young persons or adults at risk can be made
- Ensure that suitable and sufficient risk assessments are made with regard to young persons and adults at risk in light of the extra precautions that would have to be made

### 2.2 Safety Advisor

- Assist the Deans of Faculty and Heads of Professional Support Services/Supervisors in the production of suitable and sufficient risk assessments
- Provide advice on the risks that young persons and adults at risk may be exposed to
- Provide advice of additional control measures to mitigate the increased risk

### 2.3 Employees, Contractors, Users etc.

- Assist line management with the risk assessment of processes that young persons and adults at risk may conduct
- Comply with any outcomes of said risk assessments and the control measure implemented
- Report all accidents and incidents (including near misses), or any defects in equipment via the Incident Report Form ([Incident Report Form](#))

## 3 Procedures

### 3.1 General Procedures

If children and/or young persons are visiting LSHTM for a planned event, for example, Children's' Christmas Party, a risk assessment of the event is required to be conducted and approved before the event takes place.

If children and/or young persons are visiting LSHTM solely to visit the site, for example, visit parents/guardians during school holidays, or bringing in a new baby to visit colleagues, then the health and safety of the child is the responsibility of the parent/guardian.

If a young person is employed and an existing risk assessment does not exist then one must be completed before the employment of young people, taking into account their lack of awareness of risks, their immaturity and inexperience.



If there is already an existing risk assessment then this must be reviewed before employment and if found to be insufficient and unsuitable, then a new one must be carried out.

It is the responsibility of the manager who authorises the work experience or permanent post to ensure that this risk assessment is completed.

### **3.2 General Conditions**

- (a) Children are NOT permitted in the School Bar, laboratories, computer teaching rooms, plant rooms and areas in which building contractors are operating.
- (b) Children who are brought into the School must be supervised at all times.
- (c) Children may not be left alone. While on the premises, the children remain the responsibility of the adult who brought them onto the premises. This person is also responsible for ensuring the child's safety in the event of any emergency.
- (d) Outside normal building opening hours staff and research students may bring children into the building but are required to sign in and out in a special book held at Reception.
- (e) Persons other than members of staff and research students are not permitted to bring children into the building outside normal hours.
- (f) The School has public liability insurance cover for the children of members of staff and research students who are in the building with a parent, subject to the above conditions.

### **3.3 Shared Workspaces**

Units or departments which are embedded in shared workplaces should ensure that they comply with any safety policy/procedures relating to young people where the partner has prime responsibility and also ensure that any relevant risk from the Partners activity to which may affect young person is assessed and satisfactorily controlled and reviewed.

### **3.4 Advice**

Advice on the requirement of this document can be sought from the Safety Office

## **4 Risk Assessment Guidance**

When doing the risk assessment, the following specific factors must be taken into account:

- (a) The fitting out and layout of the workplace
- (b) The nature of any physical, biological, radiological and chemical agents they will be exposed to
- (c) What types of work equipment will be used
- (d) How the work and processes are organised
- (e) The provision of health and safety training

There is no need to carry out a new risk assessment each time a young person is employed if the risk assessment takes account of all of the above factors. If a significant risk remains in spite of best efforts to control it, the young person must not be employed to do the work.

Existing risk assessments must be reviewed and the young person must not be employed to do work where the following risks remain:

- (a) The work is beyond their physical or psychological capacity;



- (b) Work involves extreme cold or heat, noise or vibration;
- (c) There is harmful exposure to radiation;
- (d) Work involves exposure to agents which are toxic, carcinogenic, cause inheritable genetic damage or harm to the unborn child or which in any other way can chronically affect human health;
- (e) An accident caused by the lack of experience, training, or attention.

Appropriate safety induction must be given to all young people by an appropriate senior staff member. When being trained in any techniques, all relevant safety issues peoples.

A Young person on work experience is considered as an employee under health and safety law and must be given the same level of protection given to other employees. The following additional precautions, however, must be implemented to ensure their safety:

- (a) A risk assessment for the activities being undertaken by the young person must be completed and authorised before the start of the activities
- (b) They must be assigned a supervisor who must ensure they are supervised at all times. They are not allowed to work alone
- (c) They cannot carry out any microbiological procedure where there is high risk of aerosol formation
- (d) Entry to Containment Level 3 is only allowed for work experience visits when a specific risk assessment has been completed
- (e) Work with Hazard Group 3 organisms is not permitted
- (f) Work with Hazard Group 2 organisms with a high level of virulence is not permitted
- (g) They are not allowed to enter other hazardous areas without permission of the supervisor
- (h) They are not permitted to work with ionising radiation
- (i) They cannot handle chemicals which are of a high hazard, for example, carcinogens, very toxic, toxic etc.
- (j) Medium hazard chemicals, for example, harmful, irritant, can be handled under supervision.
- (k) The young person is NOT permitted to work alone or work out of core hours (0900-1700 M-F)

## 5 References

[1] HM Government, "Children Act," 1989. [Online]. Available: <http://www.legislation.gov.uk/ukpga/1989/41/contents>.

[2] HSE, "Management of Health and Safety at Work," Health and Safety Executive, [Online]. Available: <http://www.hse.gov.uk/pubns/priced/hsg65.pdf>.



[3] HM Government, "Criminal Justice and Court Services Act," 2000. [Online]. Available: <http://www.legislation.gov.uk/ukpga/2000/43/contents>.

[4] HM Government, "Health and Social Care Act 2001," 2001. [Online]. Available: <http://www.legislation.gov.uk/ukpga/2001/15/contents>.