



Queen Mary
University of London

Occupational Health & Safety Directorate

Health and Safety Standard

Children and Young Persons on QMUL Premises

(Ref: QM_OHSD_GA022)

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1. Executive Summary

Children and Young Persons frequently visit Queen Mary University of London (QMUL) for planned and non-planned visits. During the visit, the potential for causing injury and / or ill health exists to varying degrees. Under UK health and safety legislation, QMUL owes a duty of care to all visitors to ensure their health and safety as far as reasonably practicable, particularly to those of a young age. Children and Young Persons are more vulnerable to hazardous environments due to their inexperience, level of knowledge and maturity. It is therefore important that QMUL has a robust Health and Safety Standard and Procedures in place to ensure the health and safety of Children and Young Persons on campus. This document aims to give the framework for QMUL Schools / Institutes and Directorates to achieve compliance with the Standard and Procedures.

2. Introduction & Legislation

Under section 3 of the Health & Safety at Work Act *etc* 1974, QMUL has responsibilities to prevent, so far as is reasonably practicable, harm to persons who are not its employees but who are exposed to the risks of its undertakings. The Management of Health & Safety at Work Regulations 1999 also requires that QMUL considers non-employees and persons that may be more vulnerable in its risk assessments. The law requires QMUL to practise an 'extra duty of care' to safeguard Children and Young Persons on campus.

For the purposes of Health and Safety legislation, a 'Child' is someone under the [School Leaving Age](#) (SLA) and a 'Young Person' is anyone under the age of 18. When Children or Young Persons are either allowed or invited onto QMUL properties then QMUL accepts legal responsibility for their health and safety whilst they are in those premises. This is the case also when a Child or Young Person is accompanied by a parent onto QMUL premises.

QMUL's public liability insurance would normally cover costs of accidents & incidents to Children / Young Persons on its premises but liability could be denied if supervision and/or health and safety procedures were considered to be inadequate.

Any visits by Children or Young Persons to QMUL specifically arranged by QMUL, e.g. for open days or other specific activities such as research studies and dramatic performances, requires QMUL to take sufficient preventative and protective precautions to ensure the health and safety of all.

The guidance below is provided for the following situations (1) QMUL staff arranging planned events, (2) for adults working alone with Children and for adults who are not vetted for working with Children (3) for staff who wish to bring their Children / Young Persons onto campus (4) for the supervisors of students under the 'Participation Age' (see section 3 below) enrolled onto courses at QMUL, (5) for QMUL responsible persons who oversee QMUL areas where uncontrolled access may occur.

A summary of guidance for Children / Young Persons employed by QMUL is included below, but is extensively detailed in a separate QMUL Health &

Safety Standard (Ref: QM_OHSD_GA007) [Employment of Young Persons in QMUL Premises](#)

3. Definitions

Child / Children	Applies to persons between birth and the School Leaving Age (SLA).
Young Person	A person under the age of 18 years.
Group Leader	An adult who brings a Child / Children or Young Person/s onto QMUL premises
Planned Event	An official QMUL event or occasion, for which arrangements to deal with Children / Young Persons have been specifically considered.
School Leaving Age (SLA)	In England, a person ceases to be of compulsory school age on the school leaving date in the academic year in which they turns 16. The school leaving date is currently set as the last Friday in June. Raising the Participation Age (RPA, as set out in Chapter 1 of the Education and Skills Act, 2008) does not affect the School Leaving Age. However, its effect is that a person who ceased to be of compulsory school age but has not yet reached the age of 18 (or attained a level 3 qualification), is under a duty to participate in education or training.
Host	The QMUL member of staff that holds an event on QMUL premises, to which others are invited.
Responsible Person	A competent QMUL member of staff may be delegated specific duties / tasks by the Head of School / Institute / Directorate to ensure the health, safety and welfare of Children / Young Persons whilst on QMUL Premises. The Host and the Responsible Person can be the same person.

4. Roles and Responsibilities

QMUL Head of School / Directorate / Director of Institute	Overall responsibility for health, safety and welfare of staff and visitors within the area of their control.
Group Leader	The leader of the school / group party visiting QMUL has a

	responsibility for the health, safety and welfare of their group.
QMUL Staff	Staff who are employed by QMUL have a duty of care in terms of health and safety to others, including those visiting QMUL.
Responsible Person	Has specific duties / tasks allocated by the Head of School / Institute / Directorate to ensure the health, safety and welfare of Children / Young Persons whilst on QMUL Premises.
Parent / Guardian	Have immediate responsibility over the actions of their children within their care and supervision.

5. Children on QMUL Premises

5.1 Key Requirements

The Head of School or Directorate / Director of Institute is overall responsible for activities in his/her area of control within QMUL Premises. The overall responsibility for health and safety cannot be delegated, although tasks associated with a particular responsibility can be delegated to a competent member of staff (referred to as the 'Responsible Person').

When drawing up local health and safety procedures and arrangements, a QMUL School / Institute / Directorate should take the possible presence of Children and Young Persons into account. This will identify health and safety measures that are needed for **unplanned events / ad hoc activities** involving Children or Young Persons or the **presence of Children and Young Persons on QMUL Premises** (e.g. staff members bringing their children onto campus).

Schools / Institutes / Directorates should have local procedures in place to monitor and ensure the implementation of procedures and arrangements for the health and safety of Children and Young Persons on QMUL premises.

Where children or young persons are to be present on QMUL premises for **planned events**, a risk assessment should be carried out and procedures / arrangements put in place to ensure their health and safety during the event. A risk assessment template is found in Appendix 1 of this document to assist with QMUL activities (*below on pages 11 and 12*). The risk assessment can also be recorded as part of a wider activity / project based risk assessment. The Visit Host / Responsible Person have a key responsibility to ensure this is conducted.

A new or separate risk assessment is **not** necessarily required for each planned event or activity, as long as an existing risk assessment has

adequately considered the specific factors for children / young persons, is up to date, and sufficient arrangements / procedures have been put in place to mitigate arising health and safety risks.

5.2 Planned Events

Child age	Ratio of adults to children
5 to 8	1 to 6
8 to 11	1 to 10-15
11 +	1 to 15-20

[Source Department for Education and Employment – A good practice guide](#)

Children visiting Schools / Institutes / Directorates for a planned event should be organised in groups according to the age group of that party as identified in the table above. Each group must have an adult Group Leader and where necessary, a deputy leader and a sufficient number of assistants to control the activities of the group. The name/s of leader (and deputy / assistants) should be communicated to the Responsible Person of the School / Institute / Directorate organising the visit and where necessary, to the responsible person of the location being visited.

The group leaders should be given written instructions by the Host / Responsible Person (on behalf of their Head of School / Institute / Directorate) outlining the following for the building(s) they are visiting:

- the emergency evacuation procedures
- the location of the emergency assembly point
- the name and contact number of the Host / Responsible Person
- Identifying areas of the building to which access is restricted or prohibited.

The group leaders must:

- Have a list the names of each member of the group;
- Obey any instruction given by the Head of School / Institute / Directorate or their representative (Host / Responsible Person);
- Only enter those areas of the building indicated as being safe by the Head of Department or their representative.

Children visiting QMUL for a planned event and who are not part of an organised visit should always be accompanied by a parent or adult guardian.

5.3 Adults working alone with children

All adults who may end up in a 1:1 situation with a Child or Young Person, and adults who will have significant unsupervised access to Children, must undergo enhanced disclosure by the Disclosure and Barring Service (DBS). Reference should be made to QMUL [Policy and Procedures for the Protection of Children and Adults in Need of Safe Guarding](#) for those who may be working alone with children, and also to the procedure to be followed following a safeguarding complaint from or disclosure from a Child or Young Person.

5.4 Safe Access / Egress of Younger Children in QMUL premises

The vast majority of QMUL premises have not been designed with the needs of children (particularly younger children) in mind and therefore suitable ambassadors would need to be put in place during planned activities to ensure health and safety of younger children for safe access / egress. In general, QMUL does not necessarily have 'child friendly' access / egress other than in the Nursery or in those locations where specific arrangements have already been put in place, such as:

- (i) Client, patient (or child of client or patient) study areas - study room/s
- (ii) Areas holding open days or similar events
- (iv) Certain work experience areas.

5.5 Children / Young Persons on Work Experience

Children / Young Persons taking part in work experience should only be put into lower risk environments as identified in a [risk assessment](#), and must be given appropriate supervision. Children / Young Persons should not enter restricted areas identified by the Head of School / Directorate / Institute alone. Young persons may be allowed to enter a higher risk area as long as they are engaged in low risk activities (e.g. observation), are under direct personal supervision by a competent person, and are not exposed to hazard/s arising from the activities or location. Work experience should be subject to risk assessment and coordinated by the Responsible Person nominated by the Head of School / Institute / Directorate.

The OHSD Health and Safety Standard [Employment of Young Persons in QMUL Premises](#) (QM_OHSD_GA007) details the health and safety procedures to be taken and arrangements made for the employment of a Child / Young Person at QMUL.

5.6 Children of Staff Members on QMUL Premises

Where QMUL members of staff (the Parent or Guardian) wish to bring a child into **non-public areas** of the campus, the line manager should be informed and approval given prior to the Child coming to the non-public area.

In case of situations where significant risks to the Child could arise during the visit to the **non-public area**, the Head of School / Institute / Directorate should be informed and prior approval given for access. In these cases, a risk assessment should be conducted and sufficient health and safety measures should be put in place in advance to mitigate the risks to a negligible level.

Children on QMUL premises in non-public areas, as well as Children meeting their parent(s) in the **public areas** of QMUL premises are at all times the responsibility of their parent(s) / guardian, who must ensure their Children are under constant supervision, and that they do not enter any of the 'higher risk' areas on campus.

'Higher risk' areas at QMUL are considered as workshops, waste stores, storage areas, building sites, kitchens, higher risk laboratories (e.g. areas containing radioactive isotopes, hazardous chemicals, bio hazardous

materials, high risk lasers) and also any other area identified / defined as high risk by the Head of School / Institute / Directorate. Additionally, Children must not enter any other area defined as being of 'higher risk' by a local risk assessment.

5.7 Young Persons Enrolled on QMUL Courses

The supervisors of those under the [Participation Age](#) who are enrolled on courses at QMUL should ensure that they have greater levels of supervision than that provided for adult students. Risk assessments for activities that might pose a significant risk should address the possible vulnerability of the Young Person and the extra duty of care required by QMUL. Activities that may pose a high risk should be avoided and entry into the areas normally restricted to young persons on campus should be justified by risk assessment.

5.8 Children on Recreational Visits

There are occasions where Children and Young Persons visit QMUL for recreational events (e.g. summer event for Children of staff). A parent or guardian should accompany Young Persons and Children during these visits.

Information should be provided to those in charge of Children / Young Persons which covers:

- the emergency evacuation procedures
- the location of the emergency assembly point
- the name and contact number of the Host / Responsible Person for the event
- Areas of the building / premises to which access is restricted.

5.9 Children not invited on to QMUL Premises

Due to the open nature of QMUL premises, it is possible that unaccompanied children can gain access to a campus, e.g. as a short cut. In these circumstances it is QMUL's duty to ensure that access can only be gained to public or low risk areas. If children are observed entering a higher risk area, e.g. laboratories, workshops, studios, kitchens, or behaving in a way that is likely to cause a danger to themselves or others, then their presence or behaviour should be challenged firmly, but politely, by QMUL staff. QMUL Security should be called (ext 3333 from a QMUL landline or 0207 882 3333) to report the presence of Children in unauthorised / restricted areas or in cases of dangerous behaviour. Trespassers are owed a duty of care under Health & Safety law.

It is the joint duty of contractors and the responsible QMUL School / Institute / Directorate for building / construction works to ensure that children cannot enter building sites or access dangerous equipment / plant on QMUL premises. QMUL Security should be called (ext 3333 from a QMUL landline or 0207 882 3333) to report the presence of trespassers.

6. Accidents and Incidents

The QMUL Responsible Person / Host (or where there is no responsible person / host, the QMUL member of staff encountering an accident / incident involving a Child / Young Person) must, as soon as possible, inform the Head of School / Institute / Directorate and Manager of any accidents or incidents which involve Children or Young Persons on QMUL Premises. An [incident report form](#) must be submitted to OHSD and the School / Institute / Directorate Safety Coordinator informed.

If the accident is serious enough to warrant immediate medical attention, either QMUL Security should be contacted (ext 3333 from a QMUL telephone or 0207 882 3333) for the assistance of a first aider or an ambulance should be called (9-999 from QMUL telephone, followed by ext 3333 or 0207 882 3333 to inform QMUL Security).

7. **QMUL Building Evacuation Procedures**

Depending on the particular QMUL building, the fire alarm may sound as a continuous bell or siren. During a planned / organised event if the fire alarm sounds, the group leader(s) must:

- Not delay evacuation and immediately leave the building with the group using the closest emergency exit. **Do not go to any other part of the building for any reason unless there is a dedicated Horizontal Evacuation Plan in place.**
- Proceed to the campus assembly points designated for the building with the group.

Once in the designated assembly area the group leader(s) must:

- Take a register of the members of the group,
- Report the results of the register to the QMUL Responsible Person,
- Not leave the assembly area with the group until so instructed by the QMUL Responsible Person or member of the Fire Brigade Service,
- Not re-enter the building with the group until so instructed by the QMUL Responsible Person or member of the Fire Brigade Service.

Detailed QMUL Fire Safety Procedures are set out in [Guidance on Queen Mary Emergency Fire Procedures](#) as are the Fire Assembly Points information for QMUL [Mile End](#), [Whitechapel](#) and [Charterhouse Square](#) campuses.

8. **Monitoring of the Standard**

The compliance by QMUL Departments / Directorates / Schools and Institutes

with this Standard are monitored by the regime of health and safety self-inspections, peer review inspections and audits, and by reports to the Department / Directorate / School / Institute Health and Safety Groups and the Faculty / Professional Services H&S Management Groups. Summary reports to the QMUL H&S Advisory Group and Queen Mary Senior Executive (QMSE) to evaluate ongoing QMUL compliance and efficiency of control measures are produced by OHSD.

9. Further Advice and Guidance

If further advice and guidance is required to manage the risks to Children and Young Persons on QMUL premises, then the Occupational Health and Safety Directorate (OHSD) will provide advice and assistance as requested. Contact details for OHSD at <http://www.ohsd.qmul.ac.uk/contact/index.html>

10. HSE Guidance

Further guidance on the health, safety and welfare of Children and Young Persons on a work premises can be found on the [HSE website](#).



QUEEN MARY UNIVERSITY OF LONDON (QMUL)

11. Risk Assessment Template – Children / Young Persons on QMUL Premises – Planned Events / Activities

UK H&S Legislation requires that all employers must ensure work activities / tasks are risk assessed. The significant findings of the risk assessment must be recorded. Risks to others (e.g. Children / Young Persons) who may be affected by the employers activities should also be risk assessed and recorded. The necessary health and safety measures to reduce / mitigate the risk should be identified and implemented.

Name/s and address/es of Group/s visiting QMUL:	
Date/s and Time/s of Visit/s:	
Numbers of visitors attending event/s:	
Ages (or age range) of those attending:	
Group Leader Name/s:	
Group Leader Contact Details:	
QMUL Host / Responsible Person Name/s:	

QMUL Host / Responsible Person's Contact Details:	
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As way of example, a sample entry for a 'common' hazard that may be encountered during a visit by Children / Young Persons is entered below to illustrate what is expected in a risk assessment record. Continue by identifying other hazards that could be encountered during the visit, evaluate the initial and residual risk levels (high / medium or low) in terms of *likelihood x consequence*, identify the health and safety measures / actions that should be put in place to mitigate the risks, and identify the action/s that need to be completed by a specific person and/or group and the action completion date/s.

Hosting School / Institute / Department name:

What are the hazards?	Who might be harmed and how?	Initial Risk: High / Medium / Low <i>Likelihood x Consequence</i>	What are you already doing? (Risk Controls)	Residual Risk: High / Medium / Low <i>Likelihood x Consequence</i>	Do you need to do anything else to manage this risk? (If risk is still medium or high)	Action by whom?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages	Medium (Medium x Medium)	We carry out general good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables. Staff keep visit areas clear, e.g. no boxes left in walkways, areas cleaned before visits	Low (Low x Low)	Better housekeeping is needed in visit seating area to remove / replace broken / damaged furniture items that have been left in the walkways	Responsible Person (Joe Bloggs)	01/10/2013	01/10/2013

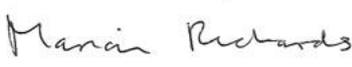
What are the hazards?	Who might be harmed and how?	Initial Risk: High / Medium / Low <i>Likelihood x Consequence</i>	What are you already doing? (Risk Controls)	Residual Risk: High / Medium / Low <i>Likelihood x Consequence</i>	Do you need to do anything else to manage this risk? (If risk is still medium or high)	Action by whom?	Action by when?	Done

- It is important that the Responsible Person / Host discusses the risk assessment and proposed actions with the visit or events team and the visit group leader.
- The Responsible Person / Host should review the risk assessment if it might no longer be valid, e.g. following an accident or incident, or if there are any significant changes to the hazards encountered during a visit, such as new equipment or activities.

Name of Assessor:	Signature of Assessor:	Date of Assessment:	
Subject to review, monitoring and revision by (Name):	Reviewer Signature:	Review Date	(or sooner if visit activity changes or there has been an accident / incident)

Further notes / comments / procedure or arrangement documents can be added or inserted below:

12. Document Control

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V1	Initial Version 01/01/2005	QM/H&S/0046 and /0047	N/A (Author Dr John Robinson, Director, QMUL H&S Dept)
V2	November 2014	Updates to legislation, identification of various situations where YP / Children may be on QMUL Premises, links to other QMUL documents, improvement in guidance text. Document reference changed to QM_OHSD_GA022. QMUL Consultation conducted Sep-Nov 2014, responses incorporated into document.	Robin Kerrigan, H&S Adviser, OHSD