

Date:	Assessed by:	Approved by:	Building / Location:	Assessment ref no:	Expiry date:
Task/Premises: This FSE generic risk assessment is to highlight the main actions and controls required for different activities that involve working with either students or member of the public who are under the age of 18 and thus classed as children with respect of the law.					

Activity	Hazard	Who might be harmed and how	Existing measures to control risk	Risk rating	Result
UG U18 students	Inexperienced young person in university environment	U18 student	<ul style="list-style-type: none"> The University has a separate process for the following groups of applicants, see Process of Admitting Minors Information for Applicants Applicants who will be 17 but not yet 18 years old on 1st September at the year of entry - Minor Duty of Care process to be followed by Admissions Team but individual risk assessment not required Process managed by TLSE following UoM guidance and will engage with appropriate teaching academic colleagues and Safety advisor to understand what activities the student will be expected to complete and what additional controls might be required. Additional controls could include avoiding risks deemed too high for the student or enhanced supervision and training This to be documented in a generic risk assessment for all U18 UG students for that academic year, signed off by all parties involved and then submitted it to the Risk Panel. Academic tutor to have a DBS check to allow 1-2-1 interaction with the U18 UG 	Low	A
UG U17 students	Inexperienced young person in university environment	U17 student	<ul style="list-style-type: none"> The University has a separate process for the following groups of applicants, see Process of Admitting Minors Information for Applicants Applicants who will be under the age of 17 on 1st September at the year of entry. The University will undertake a full risk assessment for all applicants in this group. Process managed by TLSE following UoM guidance and will engage with appropriate teaching academic colleagues and Safety advisor to understand what activities the student will be expected to complete and what additional controls might be required. Additional controls could include avoiding risks deemed too high for the student or enhanced supervision and training This to be documented in a specific risk assessment for individual U17 UG students for that academic year, signed off by all parties involved and then submitted it to the Risk Panel. Academic tutor to have a DBS check to allow 1-2-1 interaction with the U18 UG 	Low	A
Staff bringing own	Child protection issues relating to the	Children As a university we have a requirement to safeguard the	<ul style="list-style-type: none"> If there has been a failure of childcare, if possible, prevent bringing children on campus by: <ul style="list-style-type: none"> - Discussing taking special leave with line manager as per P&OD policy here - Working from home if possible. 	Low	A

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children into work	wellbeing of young people unaccompanied on campus	<p>emotional and physical wellbeing of children on campus</p> <p>University staff and facilitators Need to protect self from potential for allegations</p> <p>Children might be harmed as University Buildings are not designed to accommodate them.</p>	<ul style="list-style-type: none"> If you must be on campus, child must be always supervised by parent within low-risk area working space. Child must never enter a high-risk area such as a lab. Parent must never leave child unaccompanied or with other staff or students. Approval must be given by Head of Department/Head of Business Area/Director of Institute. For short and informal visits, for example a parent calls into their office on the way home to collect a forgotten item, it is sufficient for the child to be accompanied and always supervised by their parent/guardian. 		
U18 coming to campus as part of open day or outreach event	Child protection issues relating to the wellbeing of young people unaccompanied on campus	<p>Visitors As a university we have a requirement to safeguard the emotional and physical wellbeing of young people on campus</p> <p>University staff and facilitators Need to protect self from potential for allegations</p>	<ul style="list-style-type: none"> Children will be accompanied by their teacher from their school at all times. There will be a maximum of XXX students to each accompanying 1 teacher. Any problems or concerns raised by a child will go to their designated, responsible teacher in the first instance. Teachers to be responsible for escorting students to the toilets, to then wait outside. Students to be informed that some toilets on University premises are public toilets (e.g. visitor areas). Groups with children are to be made aware that toilets are for general public use and that teachers have responsibility for the children they accompany. The academic leading the event has read The University of Manchester's Safeguarding Children Policy and Guidance, and is aware of the process to be followed in the event of a disclosure (of abuse or of a child welfare concern). As part of the health and safety briefing, all event volunteers will be briefed on safeguarding as per The University of Manchester's Safeguarding Children Policy and Guidance. This will include guidance on the disclosure process outlined above, advice to avoid being alone with children at any point, and instructions to avoid the sharing of any personal details (e.g. personal mobile phone number, social media accounts) with the young people they are working with. Person responsible for the activity will need to risk assess separately to ensure the activity is age appropriate 		

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			<ul style="list-style-type: none"> Use APPENDIX 4: EXAMPLE OF HEALTH AND SAFETY BRIEFING TO STUDENT AMBASSADORS EVENTS ON CAMPUS to induct any U18 year olds coming to campus 		
U18 coming to campus as part of work experience	Higher vulnerability of young people due to immaturity and inexperience.	<p>U18 As a university we have a requirement to safeguard the emotional and physical wellbeing of young people on campus</p> <p>University staff and facilitators Need to protect self from potential for allegations</p> <p>Adverse health effects from</p>	<ul style="list-style-type: none"> The academic leading the event has read The University of Manchester's Safeguarding Children Policy and Guidance, and is aware of the process to be followed in the event of a disclosure (of abuse or of a child welfare concern). As part of the health and safety briefing, all event volunteers will be briefed on safeguarding as per The University of Manchester's Safeguarding Children Policy and Guidance. This will include guidance on the disclosure process outlined above, advice to avoid being alone with children at any point, and instructions to avoid the sharing of any personal details (e.g. personal mobile phone number, social media accounts) with the young people they are working with. Review 3.1 CHECKLIST FOR STAFF WORKING WITH CHILDREN ON OR OFF CAMPUS Review 3.2 GUIDANCE FOR STUDENTS WHO COME INTO CONTACT WITH CHILDREN AS PART OF A VOLUNTEERING ROLE (WITH AN EXTERNAL ORGANISATION) Review 3.3 PROCEDURE FOR STAFF WHEN DEALING WITH CHILDREN ATTENDING A WORK EXPERIENCE PLACEMENT Student chaperoned by a member of University staff at all times. 		

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		exposure to various lab hazards.	<ul style="list-style-type: none"> • Student is never alone in a one-to-one situation with any University personnel. • Maintain a safe and appropriate distance from children • Meetings will take place as a group, in an open office or in a public area, such as a café. • Activities will not involve any CMR (carcinogenic, mutagenic or reproductive toxins), skin or respiratory sensitisers, ionising radiation, non-ionising radiation, extreme noise, extreme temperatures and vibrations. • Review guidance from the Health and Safety Executive regarding risk assessments which need to be provided to the school and parents/guardian through the links provided below: <ul style="list-style-type: none"> - http://www.hse.gov.uk/pubns/indg364.pdf - http://www.hse.gov.uk/youngpeople/workexperience/index.htm • Student to receive comprehensive training until fully competent. Supervision must be provided at all times. • Risk assessments for individual tasks to be carried out in advance. Personal Protective Equipment (PPE) will be provided: lab coat, appropriate gloves and safety glasses. Refer to risk assessments specific to each activity. • Working hours restricted to within 9am-5pm, minimum 1 lunch break (30mins – 1hr) and 1 tea break (15-30mins) everyday. • Send APPENDIX 5: EXAMPLE CONSENT FORM FOR WORK EXPERIENCE STUDENT to the student to include the request for information regarding medical conditions/medications/disability which may affect their placement. 		
Staff or student going off site and interacting with Young Persons /Children	Child protection issues relating to the well-being of learners	<p>Learners Learners (under 18) taking part in activities unsupervised experiencing abuse.</p> <p>University staff and facilitators Need to protect self from potential allegations</p>	<ul style="list-style-type: none"> • The academic leading the event has read The University of Manchester's Safeguarding Children Policy and Guidance, and is aware of the process to be followed in the event of a disclosure (of abuse or of a child welfare concern). • As part of the health and safety briefing, all event volunteers will be briefed on safeguarding as per The University of Manchester's Safeguarding Children Policy and Guidance. This will include guidance on the disclosure process outlined above, advice to avoid being alone with children at any point, and instructions to avoid the sharing of any personal details (e.g. personal mobile phone number, social media accounts) with the young people they are working with. • Review the 3.1 CHECKLIST FOR STAFF WORKING WITH CHILDREN ON OR OFF CAMPUS • Student chaperoned by a member of university staff at all times. • Maintain a safe and appropriate distance from children 		

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			<ul style="list-style-type: none"> • All staff/students taking part are instructed not to share personal details (personal mobile phone number, social media accounts) with young people they interact with. • All staff/students taking part are made aware of child protections matters and asked to familiarise themselves with the University's Safeguarding Children Policy and Safeguarding reporting procedures. • Any issues experienced should be initially discussed with the safeguard guardians on site. • All staff/students reminded about appropriate language and acting as a professional role model at all times. • All UoM staff/students must ensure that they are never alone with a young person (<18 years of age). They must ensure there is always another member of staff or adult present. • Become familiarised with the local safeguarding policies of place where outreach is taking place. 		

Action plan				
Ref No	<u>Further action required</u>	Action by whom	Action by when	Done

I have read and understand the above risk assessment

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