

Health & Safety, Edinburgh Napier University

Access to the University by Children

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| <i>Version number</i> | 1.1 |
| <i>Version date</i> | January 2018 |
| <i>Review Date¹:</i> <i>¹ or earlier if change in legislation or on risk assessment</i> | January 2021 |
| <i>Approval/Authorised Signature</i> | Sean Hughes BSc PGDip ICIOB CMIOOSH, Health & Safety Adviser |
| <i>Distribution</i> | |

| <i>Amendment Control</i> | | | | |
|--------------------------|-------------|-------------|---|--------------------------------------|
| <i>Ref</i> | <i>Date</i> | <i>Name</i> | <i>Signature</i> | <i>Notes</i> |
| 1.1 | 17/01/2018 | Sean Hughes |  | Policy reviewed no changes required. |
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1. Introduction

The University has a responsibility to manage access to its buildings. This includes children (defined in Scottish Law as those under 16 years of age) and young persons (under 18). The University has various potentially hazardous areas. These include laboratories, workshops, kitchens and plant rooms.

This policy will cover what requirements need to be met with regard to children accessing the University premises.

2. Policy statement

Many areas of the University are potentially very hazardous to children. Those of particular risk include laboratories, workshops, kitchens and plant rooms to name a few. It is also the case that children can be subject to hazards within general areas as a result of the normal traffic of staff and materials. The University's Statement of Safety Policy, Organisation and Procedures states that *"the University Court accepts its responsibility to protect persons arising out of or in connection with the activities of its employees"*. It is clear that the University Court has a responsibility to protect any children on the premises.

The Statement of Policy also makes reference to the fact that the:

"final level of responsibility for matters of health and safety is that of each employee or student:

- to take reasonable care for the health and safety of her/himself and;*
- as regards any duty or requirement imposed on the University Court or any other person by or under any of the relevant statutory provisions to co-operate with her/him so far as is necessary to enable that duty or requirement to be complied with".*

Access to general and public areas of the University by children will be permitted only when they are accompanied by a responsible adult. Children coming into the University with adults **must not** be without their supervision at any time.

Access by children to teaching laboratories, teaching workshops and sports centres will be permitted only at prearranged University activities when appropriate staff are in attendance and a suitable and sufficient risk assessment has been completed and communicated to the relevant personnel. ([Copy of risk assessment form.](#))

No children under any circumstances will be allowed to access the following areas:

- Roof areas
- Workshops
- Plant rooms
- Telecommunication (IT server) rooms
- Studios – film and photography
- High voltage and low voltage electrical rooms
- Chemical stores

- Confined spaces
- Laboratories (unless organised visits/ risk assessment in place).

Contractors are not permitted to bring children on to the campus.

3. Events

The School/Service arranging an event, which may include children in attendance, must ensure that suitable and sufficient arrangements and controls are in place to ensure their safety whilst on University property. A suitable and sufficient risk assessment must be undertaken and controls put in place.

A risk assessment needs to be completed and supplied prior to use of premises. For all events where children will be attending, suitable supervision will be provided by the establishment or host.

All events will follow the emergency procedures laid down by the University.

4. Sporting events and activities

The safety of authorised children within University sports facilities are the responsibility of Property & Facilities ([EN]GAGE), unless the event or activity is arranged by another University department.

Property & Facilities ([EN]GAGE) shall ensure that suitable local rules are in place and that a risk assessment has been undertaken to ensure, so far as is reasonably practicable, the safety of children whilst undertaking sporting activities and whilst within/on University property where this is arranged through Property & Facilities ([EN]GAGE). Local rules shall include levels of supervision necessary and should list any prohibited activities.

Where Schools/Services have arranged sporting activities for, or to include, children the Dean/Director of that School/Service is responsible for ensuring that a suitable and sufficient risk assessment has been undertaken and, where necessary, local rules put in place, to ensure the safety of children. Local rules and risk assessments must consider levels of supervision and the hazards of the activities involved.

5. Children of students and visitors

Bringing children on to campus is not advised. Supervised children are **not** permitted within University buildings unless agreed in advance due to extenuating circumstances, following a risk assessment, by the appropriate Dean of School or Director of Service.

Children of students are not permitted to stay in University residences.

6. Children of members of staff

Bringing children on to campus is not advised. **If this is required due to exceptional circumstances then authorisation must be sought by the line manager prior to this visit taking place.**

7. Definitions

For the purpose of this procedure a child is defined as being less than 16 years of age.

University campus and accommodation includes all internal and external areas within the designated University boundaries. These include:

- Internal spaces within campus and accommodation
- External spaces including car parks, footpaths, access and egress areas including fire assembly points.

8. Responsibilities

8.1. Staff and Students

- All staff or students are responsible for any child brought on to the premises. Making other arrangements would aid in reducing the risk of bringing a child onto University premises.

8.2. Deans of School and Directors of Service

- Where a University School or Service directly arranges an activity involving young persons, it is the responsibility of the Dean of School or Director of Service to ensure that legal requirements are met and best practice followed.
- Where work experience placements take place Deans and Directors should ensure that suitable arrangements are in place.

8.3. Parents or Guardians

- During informal visits to University premises by children accompanied by parents or guardians, the individual accompanying the child/young person is responsible for their supervision at all times.

9. Accidents

Any accident or near-miss involving a child on University premises must be recorded on the University accident form and forwarded to the University Health & Safety Team.

If an accident involving a child on University premises results in the child being taken to hospital, a report to the Health and Safety Executive (HSE) will be necessary (a requirement of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)). Such accidents must therefore be reported to the Health & Safety Team immediately by telephone or in person so that the report can be sent by the team to the HSE. All such accidents will be investigated.

10. Monitoring compliance with the requirements of this policy

Each School and Service is required to ensure compliance with this policy. During School/Service audits by the Health and Safety Team, evidence may be requested to check for compliance with this policy.

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