Hub page

Under 18s Health and Safety Rules & Guidance (RaG) on the H&S Hub pages
BI-HAS-003 Safeguarding Policy
BI-HAS-001 General Health & Safety Policy

Leave Policy (to follow)

Contents

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5.   Rights, requirements, roles & responsibilities

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5.1.   Under 18s in employment (including   work experience

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on the H&S Health, Safety and Safeguarding for Under 18s at Work Hub page and are made aware of the Under 18s Health and Safety RaG.

x   Once the Vulnerable Adult, Children and Young Person (VACYP) risk assessment form is confirmed to be completed by the H&S central team, ensure the under 18s and their parents receive and complete the appropriate forms prior to work starting (i.e., Form A: parent legal guardian work experience & medical consent; Form B: student health declaration; Form C: under 18 student accommodation agreement; and Form D: BI code of behaviour for under 18s; all on The Hub).

5.1.5.   Central H&S team & Designated Safeguarding Lead(s)   roles & responsibilities

5.1.5.1. The central H&S team and Designated Safeguarding Lead(s) must:

x   Ensure that the organisation, policies and procedures for under 18s health and safety and safeguarding is suitable and sufficient, and regularly reviewed.

x   Together with the HR and PE teams, ensure that any line managers hosting apprentices and work experience students follow Flow Chart 1 on the H&S Health, Safety and Safeguarding for Under 18s at Work Hub page and are made aware of the Under 18s Health and Safety RaG.

x   Together with the line manager and PE team, ensure that the VACYP risk assessment form (including safeguarding), available on The Hub, is completed and reviewed for each individual activity and / or visit.afa Te[()d2.4   (c r   0   Tvid[Toain)2H26 3t(0

x   Ensure a completed visitor request form is in place on the HR self-service portal in advance of the activity.

x   Together with the PE and the central H&S teams, ensure completion of a suitable and sufficient VACYP risk assessment form (includes safeguarding), available on The Hub, and submit it to the central H&S team (BI-HS@babraham.ac.uk) prior to the activity.

x   Ensure all risk reduction (including safeguarding) measures are put in place and maintained throughout the period of the activity.

x   Ensure all those involved in the activity are adequately trained, Disclosure and Barring Service (DBS) checked (where identified as required by the risk assessment; see the Safeguarding Policy [BI-HAS-003] for further information), are familiar with the requirements set out on the Health, Safety and Safeguarding for Under 18s at Work Hub page, and are made aware of the Under 18s Health and Safety RaG.

x   Ensure that under 18s in employment or work shadowing are informed of all necessary health, safety and welfare information (including the location of toilets, fire exits, fire assembly points, fire evacuation procedure, what to do if they feel unwell or require first aid, and information from any relevant risk assessments) whilst on the Babraham Research Campus (the Campus) by attending an induction (if employed, taking part in a work experience placement or similar) or by receiving this information at the start of an event, visit or other activity.

x   Ensure adequate supervision of under 18s at all times.

5.3.   Child care in the workplace

5.3.1. Parent / guardian requirements

5.3.1.1. If staff are faced with childcare difficulties then their first course of action should be to contact the HR team (HR@babraham.ac.uk) and ask if they can take dependant-related leave. See also the Leave Policy (to follow).

5.3.1.2. If a crucial piece of work can only be finished by the parent / guardian (i.e., they cannot return home immediately) then, as a last resort

x   . High-risk areas are
   those where hazards may be encountered that are not present in the domestic
   environment. They include laboratories, animal houses, workshops, catering style
   kitchens, etc.

x   Children   be allowed into low hazard areas, i.e., those areas where the nature
   of any hazards present is similar to the domestic environment, e.g., foyers and
   dining areas.

x   Offices that are under the sole occupation of the parent / guardian could also be
   defined as low hazard, providing there are no hazards such as chemicals or
   equipment other than normal office equipment. Under these circumstances, the
   parent / guardian should be fully aware of potential problems and would be
   expected to remove or otherwise deal with them prior to their children being
   present.

x   Communal offices would not normally be deemed low hazard since the parent /
   guardian may not be in a position to be aware of all the hazards and take the
   necessary preventative action. There is also likely to be a larger range of office
   equipment and electrical devices present. There should be consultation with the
   line manager in order to confirm the acceptability of children being present.

        x   Children should not be brought into the workplace for extended or frequent period.

5.3.3. Group leaders   / line   manager roles &   responsibilities

5.3.3.1. Group leaders / line managers must liaise with the parent or guardian, and (where appropriate) the central H&S and HR teams, to first consider the following factors:

        x   The age of the child.

        x   The supervisory needs of the child.

        x   How long the child needs to be present.

        x   The work environment in the employee's area, particularly relating to any scheduled events or activities taking place in the Institute on a given day.

        x   Any possible disruption to the parent / guardian's and co-workers' work.

5.3.4. Group leaders / line managers must also liaise with the parent or guardian, and / or central H&S and HR teams, to ensure that suitable and sufficient arrangements, including a VACYP risk assessment, are in place.

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