

SAFETY OF YOUNG PEOPLE AT WORK / PUPIL EXPERIENCE VISIT AGREEMENT

1. The Health and Safety (Young Persons) Regulations (1997) require the implementation of formal arrangements to ensure the Health and Safety of anyone under the age of 18 at work at the University. In this context the legal definition of '**at work**' includes:
 - a. Work under a contract of employment as a University employee.
 - b. Participation in a 'work experience' scheme, eg schoolchildren on work placements.
 - c. Participation in a 'training for employment' scheme.
2. The Regulations do not apply to the activities of individuals who are undertaking a formal course of study provided by the University. Students who are aged 17 are not considered young people at work in this context and are treated the same way as students aged 18 or over.
3. The Regulations require consideration to be given to the activities that young persons may carry out in order to identify and control specific risks that may exist as a result of their age. Guidance is given in the [University Safety Publication](#) .
4. The written risk assessment should be prepared by the supervisor of the individual and a copy forwarded to the School Health and Safety Co-ordinator.
5. Where those who are under minimum school leaving age (taken here as age 16) are at work, the conclusions from such a risk assessment must be brought to the attention of the child's parent or guardian.
6. Process for a supervisor wishing to bring a young person to work:
 - a. Check the Executive Administrator regarding the status of the young person.
 - b. Complete a plan for what that young person will do. From here complete a risk assessment and implement the control measures designed to prevent harm. The normal conventions are:
 - (1) A full safety brief before the visit starts.
 - (2) No working days longer than 9 to 5 with regular breaks. A shorter day may be more suitable.
 - (3) A named supervisor who is present in the building for the duration of the supervision.
 - (4) No lone working.
 - (5) No access to sensitive data.
7. **Pupil Experience Visit.** The School of Medicine does not advertise or promote school-pupil experience visits, this is in line with the University policy. If approached directly by someone with a direct connection to a member of school staff then a visit is possible providing the following conditions are agreed by the (i) parent / guardian, (ii) the host, (iii) the supervisor (if different from the host) and (iv) the pupil.
 - a. **Disclosure.** Parents / guardians should note that while some School staff may be cleared to work with children the majority of staff are not required to be members of the PVG scheme or hold a disclosure. Most staff members do not hold a formal teaching or supervision qualification.

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b. **Insurance.** The only cover extended to a pupil will be the standard liability cover extended to a member of the public in the premises.

c. **Supervision.** The host must identify a named supervisor who will be present for the visit. The named supervisor need not be present for 100% of the visit but pupils must not be left unsupervised in the laboratories. The supervisor should ensure that the pupil only undertakes activities that are risk-free, normally observation or monitoring.

d. **Duration and timings.** The supervisor and guardian should agree the duration in terms of days and hours in that day. The supervisor will not be expected to supervise the pupil during breaks.

8. Detail of visit:

a. Planned visit dates and times:

b. Planned activity / expectation of the pupil:

c. Supervisor (could be co-supervisor or different supervisors on multiple days):

d. Host (ie school staff member organising the visit):

Signed and dated:

| | | | | |
|--------|-------------------|------|------------|-----------------|
| Signed | | | | |
| Name | | | | |
| Date | | | | |
| | parent / guardian | host | supervisor | Pupil / visitor |

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