**Safeguarding: Supporting Compliance & Practice Guidance Note 3**

**Risk Assessments**

1. **Risk Assessments – on campus**

A risk assessment must be carried out prior to any planned or organised activity that:

* is being co-ordinated specifically for children and/ or adults at risk; e.g. widening participation/recruitment activities;
* will involve an attendance/participation by under 18s or adults at risk; e.g. a student registered for a programme of study.

Such risk assessments must take account of the relevant legislation, including the Management of Health and Safety at Work Regulations 1999.

The full extent of the assessment will depend on the nature of the activity. A generic assessment will suffice for most areas but specific assessments should be carried out for entry into locations where there are known hazards, e.g. laboratories, workshops.

2. **Risk Assessments – Admissions**

Once an offer has been made to an underage applicant, the relevant School(s) will be notified to facilitate an early risk assessment, with the aim of ensuring that statutory health and safety regulations do not preclude pursuit of programme-related activities which constitute all or part of the core and/or optional modules required for the applicant’s satisfactory progression on their chosen programme of study.

Students with additional learning needs (learning disabilities, mental health problems, older people and disabled people) may also be adults at risk. Once an offer has been made to an applicant who has disclosed a disability, the Disability and Dyslexia Service will request additional information as part of the procedure for identifying support and reasonable adjustments. This procedure may include any risk assessments relevant to safeguarding adults at risk.

3. **Risk Assessments – Trips and Activities away from the University**

Trips and activities away from the University are likely to represent one of the most serious health and safety concerns for children and adults at risk. All external trips and activities require careful examination before the visit goes ahead. It is the responsibility of the Head of School/Directorate to ensure that a risk assessment is conducted before the event.

The regulation of centres and providers of facilities where children and young people engage in adventure activities falls within the Activity Centres (Young Persons Safety) Act 1995[[1]](#footnote-1).

4. **Risk Assessment – Placements**

Where undergraduate students under the age of 18 are undertaking work placements as part of their programme of study, a risk assessment should be undertaken in advance. This will assess the suitability of the placement in relation to health and safety risks, together with any other implications for the students’ welfare. The extent of risk will be influenced by:

* the duration of the placement;
* whether the nature of the placement means that the young person might be left alone with an adult;
* whether the placement has a residential component.

**NB** An adult supervising a young person aged between 16 and 18 years in a work placement is not in regulated activity for the purposes of a DBS check.

1. ‘Young person’ refers to persons under the age of 18 for the purposes of this Act [↑](#footnote-ref-1)