**Safeguarding Children and Adults at Risk: Guidance Note 4**

**Risk assessments**

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| **Risk assessments for events and educational visits on campus** | The general health and safety duties apply to education visits, but there are also additional factors to be taken into account. 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.  For under 18s the risk assessment must also address any increased risk that might result from the person’s age and inexperience.  Visits with a residential component involve further considerations such as single sex accommodation, security and checking of staff.  The Designated Safeguarding Officer and Deputy Designated Officer is responsible for ensuring that a risk assessment has been considered and acted upon as appropriate. A Risk Assessment document must be completed prior to each event on campus. This should set out potential hazards and the measures taken to ensure the safety of participants. An example of an event risk assessment is available from the widening participation team. Advice relating to risk assessments is available from the Occupational Safety, Health and Environmental Unit.  Heads of Schools or Directorates have overall responsibility for ensuring that the appropriate mechanisms are in place to ensure Designated Safeguarding Officer (and deputy where required) are appointed and that risk assessments are carried out and suitable and sufficient control measures are in place and operational. For under 18s the risk assessment must also address any increased risk that might result from the person’s age and inexperience.  Staff organising visits to the University are urged to contact the Widening Participation Team (outreach@cardiff.ac.uk) to obtain guidance and copies of the appropriate documentation  General guidance and information about carrying out such risks assessment is available from the Occupational Safety, Health and Environment Unit. |
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| **Risk assessments for 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. |
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| **Risk Assessments for 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. NB ‘young persons’ refers to persons under 18 for the purposes of this act. |
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| **Risk assessments for 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. |
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| **Health and Safety** | The Management of Health and Safety at Work Regulations  set out specific requirements for the protection of young persons including avoiding harmful exposure to radiation or agents which may in any way chronically affect health and avoiding risks to health posed by excessive heat, cold, noise or vibration.  Also included is the need to take into account their physical and psychological strength, concentration and reduced perception of danger. As stated above the Health and Safety at Work Act (1999 Reg 19) defines the term ‘children/child’ to apply to persons between birth and 16 years. Individuals of 16 and 17 years are ‘young persons’, anyone over 18 years is an adult.  The Occupier’s Liability Act 1957 requires that an occupier must be prepared for children to be less careful than adults will be in a similar situation. This will be even more so if the children are known to have learning difficulties or is known to have a medical condition which may make the child more vulnerable than the average to foresee risk or harm.  The University has statutory duties in relation to negligence and health and safety, these being:  • To take reasonable care to avoid acts or omissions which the University could reasonably foresee would be likely to cause injury;  • To conduct the University’s undertaking in such a way as to ensure, so far as is reasonably practicable, that there is not an exposure to risks to health and safety. |
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