

**Children and Young People visiting UAL sites and buildings**

<b>Number</b>	H&S M 010
<b>Scope</b>	<p>This Standard covers children and young people visiting UAL sites to attend exhibitions, private views and other public events, or when accompanying an adult; it does not include attendance at open days, courses or educational events that are part of the Widening Participation programme, or children and young people employed by the University, undertaking work experience or young people who are students living in Halls of Residence</p> <p>For the purposes of this Standard children are people under 16 and young people are 16 and 17 year olds</p>
<b>Law</b>	<p>Workplace Health, Safety and Welfare Regulations 1992</p> <p>Management of Health and Safety at Work 1999</p>
<b>Related H&amp;S standards</b>	MS – 05 Events

**Training / information / instruction required**

N/A

**Additional sources of information**

N/A

The University welcomes children and young people to public events and the areas of our campus that are open to the public; however University sites are not primarily designed or managed for children and there are, necessarily, restrictions in place.

Bringing young persons or children onto a University site because alternative care arrangements are not possible must only be considered as a last resort and as nothing more than a temporary arrangement. Authorisation in this situation must be first granted by the Academic Site Manager or their proxy and the line manager/ Course Director in consultation with the Assistant Facilities Manager for the site.

### **Restrictions**

1. The following areas are not safe or suitable for children or young people and are restricted areas not accessible to children or young people within the scope of this document (see front page).
  - Work shops and laboratories
  - Studios
  - Photographic and television/ filming studios
  - Lecture theatres and other teaching spaces during teaching activities
  - Plant rooms, store rooms, delivery bays and waste storage areas
  - Roof areas
  - Confined spaces
  - Catering kitchens
2. There may be other areas that will be restricted on some sites because they are high risk. This will be decided locally by the Academic Site Manager, the College/Local Health and Safety Adviser and the AFM and publicised at the front desk and on the site details on the intranet.
3. All areas with restrictions to children and young people will be clearly signed. See appendix for examples of signage, also available as a download

### **Access arrangements for children and young people in areas other than restricted areas.**

4. From time to time it may be necessary for University staff, students or visitors to bring children or young people onto University sites for short periods; for example if visiting colleagues or showing their workplace to children; dropping off work, paying fees; visiting a Learning Zone or getting information about courses. The following arrangements must be applied when children or young people visit the University (permission from the Academic Site Manager etc. as outlined above is not necessary in these circumstances)
  - Young persons and children brought onto University sites must receive an appropriate level of supervision and control to ensure their health and safety, and the health and safety of others who may be affected by the young persons' or children's actions.

- When an adult brings a young person or child onto a University site they are responsible for the close supervision of the young person or child at all times. This responsibility cannot be delegated to another person; the University retains the duty of care owed to all visitors.
- All children must be accompanied by an adult when on University premises.
- As with all visitors young people must sign into any site they are visiting, agreeing to abide by the emergency procedures and other requirements placed on visitors.
- Adults bringing children on site must sign in for the children, acknowledging they have responsibility for the safety and supervision of their children at all times, including in the event of an emergency. This does not remove the duty of care for all visitors placed on the University.

**5. Areas retain the right to restrict access to children, or ask supervising adults to control behaviour if it is disruptive or inappropriate.**

**Appendix – Examples of Signage to prohibit access to children and young people**

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