

**APPENDIX 2:  
GUIDANCE ON COMPLETING A RISK ASSESSMENT  
FOR ADMISSION OF A CHILD OR YOUNG PERSON**

**1. Introduction**

1.1. There is a clear demarcation between health and safety support, and advice on safeguarding / child protection issues. [Both must be addressed in the Risk Assessment process.](#) The guidance in this appendix considers only the Health and Safety aspects of Risk Assessment for Admission of a child or young person; Risks related to Safeguarding / Child Protection must be assessed ~~separately~~ by refer~~encing~~ing to [paragraph 4 of the Guidance on the admission of young persons and](#) the guidance in Appendix 5 [*insert link*] ~~and~~ but included in the Risk Assessment document (Appendix 2A [*insert link*]), or other form referenced in the University Risk Assessment Protocol <http://leeds.ac.uk/safety/risk/index.htm>.

**2. Background**

2.1. A duty of care is owed to all Protected Persons in the care of University staff and/or on University premises. In accordance with the University Policy on Safeguarding children, young persons and adults in vulnerable circumstances (the Policy) and the Guidance on admission of young persons and children and on safeguarding students under 18 and adult students in vulnerable circumstances (the Guidance), there is a requirement that all admissions of under 18s must be subject to a satisfactory Risk Assessment. The purpose of the Risk Assessment is to identify and minimise any risks to an acceptable level so that the duty of care is not breached.

2.2. Adults are no longer labelled as “vulnerable”. Instead, the definition identifies the activities which, if any adult requires them, lead to that adult being considered vulnerable at that particular time (see paragraph 4.3.3 of Appendix 5 [*insert link*]). Briefly, there are six defined categories being healthcare; personal care; social work; assistance with general household matters; assistance with conduct of the adult’s own affairs; and conveying due to age, illness or disability in certain circumstances.

- 2.3. It is anticipated that where an activity as defined in 2.2 above is to be carried out, the Service undertaking that activity will undertake its own Risk Assessment.
- 2.4. Accordingly, this Guidance relates only to Admissions of Children and Young Persons.

### **3. Risk Assessment for Health and Safety**

- 3.1. The Risk Assessment must be carried out by the ESO in conjunction with the relevant HSM. They must make themselves fully conversant with the requirements of the programme by way of input from the relevant Admissions Tutor/Programme Leader as appropriate in order that the HSM has a full appreciation of the hazards and risks involved in each individual case. The level of detail in a Risk Assessment should be proportionate to the risk. It does not need to be complex but it must be comprehensive.
- 3.2. The purpose of the risk assessment is to identify the hazards presented by the proposed programme of study and what could cause harm to the Applicant in order to assess whether enough precautions have been taken or whether more should be done to prevent harm.
- 3.3. Specific considerations which should be included as part of the risk assessment process relevant to Children and Young Persons are outlined below:
  - 3.3.1. Maturity of the Child or Young Person. Generally, it is recognised that the younger the child, the greater the risk.
  - 3.3.2. Lack of experience, knowledge and perception of potential risks
  - 3.3.3. The nature, duration and degrees of any exposure to physical, chemical or biological agents
  - 3.3.4. The use of work equipment, what type and the way it is handled

- 3.3.5. The organisation of the work processes and activities
- 3.3.6. The extent of the health and safety training that would be provided to the Child or Young Person concerned
- 3.3.7. Whether the programme of study/course includes any of the following activities which may be subject to further assessment:
  - 3.3.7.1. Activities beyond physical or psychological ability
  - 3.3.7.2. Activities at night during the restricted period
  - 3.3.7.3. Activities involving exposure to radiation.
  - 3.3.7.4. Activities involving exposure to extremes of temperature
  - 3.3.7.5. Activities involving exposure to vibrations
  - 3.3.7.6. Activities involving exposure to noise
- 3.4. Your Health and Safety Manager will be able to provide further details on the above hazards.
- 3.5. A Child must never carry out work involving the hazards at 3.3.7 above without a risk assessment being completed and the risks being suitably controlled. A Young Person who is not a Child, can carry out such activities if they are necessary for their training, they are properly supervised by a competent person and the risks are reduced to the lowest level so far as reasonably practicable.
- 3.6. Parents/guardians of any Child must be informed of the risks and the control measures put in place to control them.
- 3.7. Generic risk assessments have to be tailored to each individual as the respective risks will vary depending on a number of factors to be identified and may be variable e.g. the age of the Applicant.

#### **4. Accommodation**

- 4.1. Any residential accommodation or teaching space to be utilised in the programme of study/course should be Risk Assessed in accordance with paragraphs 4 and 7 of the Guidance as applicable. Reference should be made to any general Risk Assessment carried out by Residences in relation to that residential accommodation or teaching space; including adherence to general safety policies e.g. fire safety and evacuation procedures.

#### **5. Detailed guidance on Risk Assessment:-**

- 5.1. Risk Assessment Guidance:  
<http://www.leeds.ac.uk/safety/risk/index.htm>
- 5.2. HSE guidance on young people:  
<http://hse.gov.uk/youngpeople/law/index.htm>
- 5.3. Five steps quick guide:  
[http://www.leeds.ac.uk/safety/five\\_steps.htm](http://www.leeds.ac.uk/safety/five_steps.htm)
- 5.4. HR policies  
<http://hr.leeds.ac.uk/homepage/4/policies>

#### **6. Further information and advice:**

- 6.1. Health and safety managers can provide support in the following ways:
  - 6.1.1. Help you with the interpretation of the health and safety aspects of the procedure;
  - 6.1.2. Work in conjunction with the risk assessor to produce a suitable risk assessment;

- 6.1.3. Provide clarification and further detail on the application of the health and safety aspects of the Guidance;
- 6.1.4. Monitor the performance of workplaces in relation to the implementation of the Guidance and provide appropriate feedback;
- 6.1.5. Provide any further information or training that may be relevant following consultation with you.
- 6.1.6. Contact Health and Safety managers at <http://www.leeds.ac.uk/safety/contacts.htm>