

## **APPENDIX 4**

### **GUIDANCE ON COMPLETING A RISK ASSESSMENT OF AN ACTIVITY FOR CHILDREN**

#### **1. Introduction**

- 1.1. There is a clear demarcation between health and safety support and advice on safeguarding / child protection issues. The guidance in this appendix considers only the Health and Safety aspects of Risk Assessment for Activities involving Children; Risks related to Safeguarding / Child Protection must be assessed separately by referring to the guidance in Appendix 1 [[http://www.leeds.ac.uk/secretariat/documents/safeguarding\\_appendix\\_1.pdf](http://www.leeds.ac.uk/secretariat/documents/safeguarding_appendix_1.pdf)], and be included in the Risk Assessment document.

#### **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 organising activities for children or adults in vulnerable circumstances (the Guidance), there is a requirement that all organised Activities must be subject to a satisfactory Risk Assessment including a clear delineation of responsibilities for control measures prior to the commencement of the Activity. 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 5.10.2.6 of Appendix 1 [[http://www.leeds.ac.uk/secretariat/documents/safeguarding\\_appendix\\_1.pdf](http://www.leeds.ac.uk/secretariat/documents/safeguarding_appendix_1.pdf)]). 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 Activities with Children.

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

- 3.1. The Risk Assessment must be carried out by the person responsible for organising the Activity who must be fully conversant with the proposed Activity and have 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. The Risk Assessment can be completed with support from the Health & Safety Manager of the Faculty/Service :  
(<http://www.leeds.ac.uk/safety/contacts.htm>)
- 3.2. The term “Activities” includes (but is not limited to) the examples listed in Appendix 3  
([http://www.leeds.ac.uk/secretariat/documents/safeguarding\\_appendix\\_3.pdf](http://www.leeds.ac.uk/secretariat/documents/safeguarding_appendix_3.pdf)).  
To summarise:
- 3.2.1. Most “organised Activities” that take place on campus fall within the scope of and should be undertaken in accordance with the University Events Protocol [http://www.leeds.ac.uk/safety/events/events\\_intro.htm](http://www.leeds.ac.uk/safety/events/events_intro.htm). This effectively requires a written Event Risk assessment to be completed.
- 3.2.2. Some Activities such as student volunteering, outreach, community action etc are outside the scope of the aforementioned Protocol but must still be subject to a written risk assessment.  
<http://www.leeds.ac.uk/safety/risk/index.htm>
- 3.2.3. The employment of young persons and work experience also requires a written risk assessment in accordance with the relevant HR policies.  
<http://hr.leeds.ac.uk/homepage/4/policies>

- 3.3. The purpose of the risk assessment is to identify the hazards presented by the activity and what could cause harm to the Child in order to assess whether enough precautions have been taken or whether more should be done to prevent harm.
- 3.4. Specific considerations as part of the risk assessment process relevant to Children are outlined below:
  - 3.4.1. Immaturity of the Child (generally it is recognised the younger the child, the greater the risk)
  - 3.4.2. Lack of experience, skills and knowledge of potential risks
  - 3.4.3. The nature, duration and degrees of any exposure to physical, chemical or biological agents
  - 3.4.4. The use of work equipment, what type and the way it is handled
  - 3.4.5. The organisation of the work processes and activities
  - 3.4.6. The extent of the health and safety training that would be provided to the Child concerned
  - 3.4.7. Whether the activity includes any of the following which may be subject to further assessment:
    - 3.4.7.1. Activities beyond physical or psychological ability;
    - 3.4.7.2. Activities at night during the restricted period;
    - 3.4.7.3. Activities involving exposure to radiation. ;
    - 3.4.7.4. Activities involving exposure to extremes of temperature;
    - 3.4.7.5. Activities involving exposure to vibrations;
    - 3.4.7.6. Activities involving exposure to noise.

- 3.5. Your Health and Safety Manager will be able to provide further details on the above hazards.
- 3.6. A Child under 16 must never carry out activities involving the risks above. If the Child is over 16, they can carry out such activities if necessary for their training, properly supervised by a competent person and the risks are reduced to the lowest level so far as reasonably practicable.
- 3.7. Parents/guardians of any Child must be informed of the risks and the control measures put in place to control them.
- 3.8. A comprehensive guide to work carried out by Children is at <http://www.hse.gov.uk/youngpeople/law/index.htm>
- 3.9. Generic risk assessments have to be tailored to each individual proposed activity as the respective risks will vary depending on a number of factors to be identified and may be variable e.g. weather conditions, the age of the Child.
- 3.10. Safeguarding considerations set out in Appendix 1 [[http://www.leeds.ac.uk/secretariat/documents/safeguarding\\_appendix\\_1.pdf](http://www.leeds.ac.uk/secretariat/documents/safeguarding_appendix_1.pdf)] should be assessed and included in the Risk Assessment.
- 4. Accommodation
  - 4.1. Any residential accommodation or teaching space to be utilised in the organised activity should be Risk Assessed in accordance with 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. University Events Protocol  
[http://www.leeds.ac.uk/safety/events/events\\_intro.htm](http://www.leeds.ac.uk/safety/events/events_intro.htm)
  - 5.2. Risk Assessment Guidance:  
<http://www.leeds.ac.uk/safety/risk/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 Events Protocol;

- 6.1.4. Monitor the performance of workplaces in relation to the implementation of the Events Protocol 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>