

## **BI-HAS-002 HEALTH & SAFETY POLICY FOR UNDER 18s**

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Define the approval authorities for the document

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All staff and associates	03 February 2021	1.0
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### Associated policies, procedures and guidance

This policy should be read in conjunction with:

**Essential:**

The H&S Health, Safety and Safeguarding for Under 18s at Work Hub page  
 Under 18s Health and Safety Rules & Guidance (RaG) on the H&S Hub pages  
 BI-HAS-003 Safeguarding Policy  
 BI-HAS-001 General Health & Safety Policy

**Other policies referenced:**

Leave Policy (to follow)

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## 1. Definitions

<b>“Apprentice”</b>	Apprentices are over the school leaving age and combine working with studying to gain skills and knowledge in a specific job.
<b>“Hazard”</b>	Anything with the potential to cause harm.
<b>“School leaving age (SLA)”</b>	Students in the UK can leave school on the last Friday in June if they are 16 by the end of the summer holidays (England). They must then do one of the following until they are 18: stay in full-time education (e.g., at a college); start an apprenticeship or traineeship; or, spend 20 hours or more a week working or volunteering, whilst in part-time education or training.
<b>“Risk”</b>	The likelihood that harm from a potential hazard is realised, and also the severity and extent of that harm.
<b>“Risk Assessment”</b>	Every employer must conduct risk assessments to identify potential health and safety hazards. They are then required to act on it to minimise risks to their staff or anyone else at their workplace.
<b>“Rules and Guidance (RaG)”</b>	In this context, a RaG document provides general rules to be followed and guidance on how to work safely for various types of work involving various hazard groups.
<b>“Safe Operating Procedure (SOP)”</b>	A SOP is a set of step-by-step instructions to assist with working safely.
<b>“Work experience”</b>	A placement on employer’s premises in which a student carries out a particular task or duty, or a range of tasks or duties, more or less as would an employee, but with the emphasis on the learning aspects of the experience.
<b>“Child”</b>	Anyone who has not yet reached the official age at which they may leave school, i.e., just before or just after their 16 <sup>th</sup> birthday (this is often referred to as the minimum school leaving age [SLA]).
<b>“Young person”</b>	Anyone under 18 years old and over the SLA.
<b>“Employee”</b>	Institute employees on Institute or Babraham Institute Enterprise Ltd (BIE) terms and conditions, Institute employees on BBSRC or other terms and conditions, and Research Fellows on Institute terms and conditions.

<b>“Staff”</b>	Employees and Babraham Institute registered PhD students.
<b>“VACYP”</b>	Vulnerable Adult, Children and Young Person.
<b>“Worker”</b>	Staff, Research Fellows (honorary), Honorary Members of Faculty, visiting students, visiting researchers and workers (including consultants and secondees), workers provided by a third party / contractors and Trustees.
<b>“Others”</b>	Non-worker visitors and those affected by the undertakings of the Institute.

## 2. Commitment statement

- 2.1. At the Babraham Institute our mission is to be an international leader in research focusing on basic cell and molecular biology with an emphasis on healthy ageing through the human life course.
- 2.2. Research and operational excellence are essential to meeting our vision of being at the forefront of research that improves lives. The [Institute Values](#) set out our approach to how we operate across all Institute activities, both at an individual level and together as the Babraham Institute. The expectation of the Institute is that each staff member looks to represent and reflect the Institute Values within their own contributions and function, and to support and not hinder the expression of these Values in the work of others.
- 2.3. The Institute aims to fulfil all legal obligations and adopt best practice in relation to the health, safety and welfare of children and young people.
- 2.4. The Institute endeavours to protect children and young people at all times and to keep them safe from harm.
- 2.5. The Institute wishes to ensure that it maintains the highest possible standards to meet its social, moral and legal responsibilities to protect and safeguard the health, safety and welfare of children and young people with whom its activities brings it into contact, whilst recognising that it cannot act *in loco parentis*: ultimate responsibility will continue to rest with parents, guardians and / or school teaching staff.
- 2.6. Whilst it is impossible to ensure that a child or young person would never come to any harm, the adoption of this policy aims to facilitate the management of the risks associated with the duty to protect such individuals.

## 3. Purpose

- 3.1. This policy (together with the Under 18s Rules and Guidance [RaG]) will assist the Institute in complying with its legislative requirements regarding under 18s at work. These legislative requirements include:

- [The Health and Safety at Work etc. Act 1974](#)<sup>1</sup>, the [Management of Health and Safety at Work Regulations 1999](#)<sup>2</sup> (and all other relevant Health and Safety regulations).
- [The Health and Safety \(Training for Employment\) Regulations 1990](#)<sup>3</sup>, which have the effect of giving students on work experience training programmes and trainees on training for employment programmes the status of 'employees'.
- [The Children and Young person's Act 1933](#)<sup>4</sup>, as amended by the [Education Act 2002](#)<sup>5</sup>, as amended by the [School Standards & Framework Act 1998](#)<sup>6</sup>, which cover children's employment (including work experience). See also the Health and Safety Executive (HSE) webpage [Young People at Work](#)<sup>7</sup>.

## 4. Scope

- 4.1. This policy applies to all those who intend to (or may be required to) work with, supervise or bring children or young people into the Institute. The implications of this policy, together with the Under 18s Health & Safety RaG, should be read and understood before any visits are made by children or young people to the Institute (including for public engagement activities, work experience, apprenticeships, social visits, and as a result of childcare difficulties or for any other reason), or for any activities involving children and young persons arranged by the Institute.
- 4.2. This policy applies to:
- Institute employees on Institute or Babraham Institute Enterprise Ltd (BIE) terms and conditions
  - Institute employees on BBSRC or other terms and conditions
  - Research Fellows on Institute terms and conditions
  - Research Fellows (honorary)
  - Honorary Members of Faculty
  - Babraham Institute registered PhD students
  - Visiting students
  - Visiting researchers and workers, including consultants and secondees
  - Workers provided by a third party / contractors
  - Visitors
  - Trustees

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<sup>1</sup> <http://www.legislation.gov.uk/ukpga/1974/37>

<sup>2</sup> <http://www.legislation.gov.uk/uksi/1999/3242/contents/made>

<sup>3</sup> <http://www.legislation.gov.uk/uksi/1990/1380/contents/made>

<sup>4</sup> <http://www.legislation.gov.uk/ukpga/Geo5/23-24/12>

<sup>5</sup> <http://www.legislation.gov.uk/ukpga/2002/32/contents>

<sup>6</sup> <https://www.legislation.gov.uk/ukpga/1998/31/contents>

<sup>7</sup> <https://www.hse.gov.uk/youngpeople/index.htm>

## **5. Rights, requirements, roles & responsibilities**

### **5.1. Under 18s in employment (including work experience students & apprentices)**

#### **5.1.1. Under 18s rights and requirements as an employee or worker**

5.1.1.1. Workers at the Institute aged under 18 have extra rights to protect them because of their age. Whether they're an employee or worker can also affect their rights.

#### **5.1.2. Apprentices rights & requirements**

5.1.2.1. Apprentices have the same rights as other employees, including :

- The right to be paid at least the National Minimum Wage.
- If an apprentice is aged 16 or 17, they have extra rights, including working hours and rest break requirements.

5.1.2.2. For more details on apprentices, see the [HSE Apprentices webpage](#)<sup>8</sup>.

#### **5.1.3. Work experience or internship students under 18 rights & requirements**

5.1.3.1. Work experience or internship students under 18 might have the rights of either an employee or worker (depending on what terms they have agreed with the Institute). This means they have the same rights as an employee or worker for working hours and rest breaks.

5.1.3.2. The vast majority of pre-16 placements last for two weeks, but post-16 placements can be more varied in length depending on the course being followed.

5.1.3.3. Someone doing work experience or an internship has the right to be paid at least the National Minimum Wage, unless they're a student on a placement during a higher education course or work shadowing.

#### **5.1.4. HR team roles & responsibilities**

5.1.4.1. The HR team must ensure that all those under 18 who will be in employment at the Institute (including work experience and apprentices):

- Are flagged up on the HR visitor portal.
- Are notified to the central H&S team: [BI-HS@babraham.ac.uk](mailto:BI-HS@babraham.ac.uk)
- Are notified to the Public Engagement (PE) team (if on work experience or work shadowing).

5.1.4.2. The HR team must:

- Together with the central Health and Safety (H&S) team, ensure that any line managers hosting apprentices and work experience students follow Flow Chart 1

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<sup>8</sup> <https://www.hse.gov.uk/youngpeople/apprentices.htm>

on the H&S Health, Safety and Safeguarding for Under 18s at Work Hub page and are made aware of the Under 18s Health and Safety RaG.

- Once the Vulnerable Adult, Children and Young Person (VACYP) risk assessment form is confirmed to be completed by the H&S central team, ensure the under 18s and their parents receive and complete the appropriate forms prior to work starting (i.e., Form A: parent legal guardian work experience & medical consent; Form B: student health declaration; Form C: under 18 student accommodation agreement; and Form D: BI code of behaviour for under 18s; all on The Hub).

### **5.1.5. Central H&S team & Designated Safeguarding Lead(s) roles & responsibilities**

5.1.5.1. The central H&S team and Designated Safeguarding Lead(s) must:

- Ensure that the organisation, policies and procedures for under 18s health and safety and safeguarding is suitable and sufficient, and regularly reviewed.
- Together with the HR and PE teams, ensure that any line managers hosting apprentices and work experience students follow Flow Chart 1 on the H&S Health, Safety and Safeguarding for Under 18s at Work Hub page and are made aware of the Under 18s Health and Safety RaG.
- Together with the line manager and PE team, ensure that the VACYP risk assessment form (including safeguarding), available on The Hub, is completed and reviewed for each individual activity and / or visit.
- Ensure that adequate risk reduction measures are in place and, if deemed inadequate, then activities / visits must not take place.
- Ensure that suitable and sufficient safeguarding measures are in place (see the Institute's Safeguarding Policy [BI-HAS-003]).

### **5.1.6. PE team roles & responsibilities**

5.1.6.1. Together with the HR and the central H&S teams, the PE team must ensure that:

- Any line managers hosting work experience students follow the process shown in Flow Chart 1 on the H&S Health, Safety and Safeguarding for Under 18s at Work Hub page, including the completion of all the appropriate forms prior to work starting (i.e., Form A: parent / legal guardian work experience & medical consent; Form B: student health declaration; Form C: under 18 student accommodation agreement; and Form D: BI code of behaviour for under 18s).
- Ensuring the VACYP risk assessment form (including safeguarding), available on The Hub, is completed and sent for review by the central H&S team for each individual activity or visit.

### **5.1.7. Group leaders / line manager roles & responsibilities**

5.1.7.1. Group leaders and line managers must:



- Ensure a completed visitor request form is in place on the HR self-service portal in advance of the activity.
- Together with the PE and the central H&S teams, ensure completion of a suitable and sufficient VACYP risk assessment form (includes safeguarding), available on The Hub, and submit it to the central H&S team ([BI-HS@babraham.ac.uk](mailto:BI-HS@babraham.ac.uk)) prior to the activity.
- Ensure all risk reduction (including safeguarding) measures are put in place and maintained throughout the period of the activity.
- Ensure all those involved in the activity are adequately trained, Disclosure and Barring Service (DBS) checked (where identified as required by the risk assessment; see the Safeguarding Policy [BI-HAS-003] for further information), are familiar with the requirements set out on the Health, Safety and Safeguarding for Under 18s at Work Hub page, and are made aware of the Under 18s Health and Safety RaG.
- Ensure that under 18s in employment or work shadowing are informed of all necessary health, safety and welfare information (including the location of toilets, fire exits, fire assembly points, fire evacuation procedure, what to do if they feel unwell or require first aid, and information from any relevant risk assessments) whilst on the Babraham Research Campus (the Campus), by attending an induction (if employed, taking part in a work experience placement or similar) or by receiving this information at the start of an event, visit or other activity.
- Ensure adequate supervision of under 18s at all times.

## **5.2. Under 18s visiting the Babraham Institute (e.g., for PE activities)**

### **5.2.1. Central H&S team & Designated Safeguarding Lead(s) roles & responsibilities**

5.2.1.1. The central H&S team and Designated Safeguarding Lead(s) must:

- Ensure that the organisation, policies and procedures for under 18s H&S and safeguarding are suitable and sufficient, and regularly reviewed.
- Together with the PE team, ensure that activity managers follow Flow Chart 1 on the H&S Health, Safety and Safeguarding for Under 18s at Work Hub page and are made aware of the Under 18s Health and Safety RaG.
- Together with PE team and the activity manager(s), ensure that the VACYP risk assessment form (including safeguarding), available on The Hub, is completed and reviewed for each individual activity and / or visit.
- Together with PE team and the event manager(s), ensure that adequate risk reduction measures are in place and, if deemed inadequate, then activities / visits must not take place.
- Ensure that suitable and sufficient safeguarding measures are in place (see the Institute's Safeguarding Policy [BI-HAS-003]).

## 5.2.2. PE team roles & responsibilities

### 5.2.2.1. The PE team must:

- Together with the central H&S team, ensure that the activity manager(s) follow the process shown in Flow chart 1 on the H&S Health, Safety and Safeguarding for Under 18s at Work Hub page, including the completion of all the appropriate forms prior to work starting (i.e., Form A: parent / legal guardian work experience & medical consent; Form B: student health declaration; Form C: under 18 student accommodation agreement; and Form D: BI code of behaviour for under 18s) and are made aware of the Under 18s Health and Safety RaG.
- Together with the central H&S team, ensure that the VACYP risk assessment form (including safeguarding), available on The Hub, is completed and sent for review by the central H&S team for each individual activity or visit.
- Together with the activity manager(s) and central H&S team, ensure all risk reduction (including safeguarding) measures are put in place and maintained throughout the period of the activity.

## 5.2.3. Group leaders / line manager roles & responsibilities

### 5.2.3.1. Group leaders and line managers must:

- Ensure a completed visitor request form is in place on the HR self-service portal in advance of the activity.
- Together with PE and the central H&S teams, ensure completion of a suitable and sufficient VACYP risk assessment form, available on the Hub (includes safeguarding), and submit it to the central H&S team ([BI-HS@babraham.ac.uk](mailto:BI-HS@babraham.ac.uk)) prior to the activity.
- Ensure all risk reduction (including safeguarding) measures are put in place and maintained throughout the period of the activity.
- Ensure all those involved in the activity are adequately trained, DBS checked (where identified as required by the risk assessment), familiar with the requirements set out on the Health, Safety and Safeguarding for Under 18s at Work web page, and are made aware of the Under 18s Health and Safety RaG.
- Ensure that under 18s in employment or work shadowing are informed of all necessary health, safety and welfare information (including the location of toilets, fire exits, fire assembly points, fire evacuation procedure, what to do if they feel unwell or require first aid, and information from any relevant risk assessments) whilst on the Campus, by attending an induction (if employed, taking part in a work experience placement or similar) or by receiving this information at the start of an event, visit or other activity.
- Ensure adequate supervision of under 18s at all times.

## 5.3. Childcare in the workplace

### 5.3.1. Parent / guardian requirements

5.3.1.1. If staff are faced with childcare difficulties then their first course of action should be to contact the HR team ([HR@babraham.ac.uk](mailto:HR@babraham.ac.uk)) and ask if they can take dependant-related leave. See also the Leave Policy (to follow).

5.3.1.2. If a crucial piece of work can only be finished by the parent / guardian (i.e., they cannot return home immediately) then, as a last resort, children can be brought into Institute premises.

5.3.1.3. The criteria for the granting, or otherwise, of permission will include the following:

- Children must be supervised by the parent or guardian at all times and are not allowed to be unaccompanied in any areas.
- If the parent or guardian is required to leave the child at any time, alternative supervision must be arranged for that period.
- The parent / guardian is responsible for carrying out a risk assessment of the area that the child will be in and must alert their line manager should any necessary adjustments be required.
- The child must not use any Institute equipment.
- The parent or guardian must ensure that disruption to co-workers is kept at a minimum.
- The safety of the work area: not only the particular room to which the parent would be bringing the children would need consideration, but also its proximity to hazard areas and whether the route to the room from the building's entrance is safe.
- Who will be keeping an eye on the child and, if it is not the parent or guardian, have they agreed to be responsible for the child whilst the parent leaves the room.
- The effect that having children present could have on the safety of people working in the vicinity, since distractions can have resultant safety implications.
- The particular circumstances of the case, e.g., ages and number of children, and the duration and frequency of their visits.

### 5.3.2. Parent / guardian roles & responsibilities

5.3.2.1. Parents / guardians must liaise with their line manager and (where appropriate) the central H&S and HR teams to first consider the following factors and get their pre-approval:

- The age of the child.
- The supervisory needs of the child.
- How long the child needs to be present.
- The work environment in the employee's area, particularly relating to any scheduled events or activities taking place in the Institute on a given day.
- Any possible disruption to the parent / guardian's and co-workers' work.

5.3.2.2. Parents / guardians must also liaise with their line manager, and central H&S and HR teams, to ensure that suitable and sufficient arrangements, including a VACYP risk assessment, are in place. This must take the following into account:

- **CHILDCARE MUST NOT TAKE PLACE IN 'HIGH-RISK' AREAS.** High-risk areas are those where hazards may be encountered that are not present in the domestic environment. They include laboratories, animal houses, workshops, catering style kitchens, etc.
- Children **MAY** be allowed into low hazard areas, i.e., those areas where the nature of any hazards present is similar to the domestic environment, e.g., foyers and dining areas.
- Offices that are under the sole occupation of the parent / guardian could also be defined as low hazard, providing there are no hazards such as chemicals or equipment other than normal office equipment. Under these circumstances, the parent / guardian should be fully aware of potential problems and would be expected to remove or otherwise deal with them prior to their children being present.
- Communal offices would not normally be deemed low hazard since the parent / guardian may not be in a position to be aware of all the hazards and take the necessary preventative action. There is also likely to be a larger range of office equipment and electrical devices present. There should be consultation with the line manager in order to confirm the acceptability of children being present.
- The children must remain under constant supervision at all times and must not be left alone in an office or with an adult with whom the parent or guardian is unfamiliar.
- The children must be provided with information on Emergency Procedures where appropriate, i.e., where the fire exits are situated.
- In some circumstances, sole occupancy offices may be located off laboratory or workshop areas. Furthermore, some offices open off corridors, which themselves are part of a laboratory or workshop suite. Under such circumstances, parents / guardians must take extra care and must make sure that children do not pass through these areas without being accompanied.
- Public circulation areas such as corridors are generally low hazard but material may be being transported through or temporarily stored in these areas, which could present a hazard to a child. Also, most staircases within the Institute are not designed for use by children. Hence, while there is no restriction on children accompanying their parents / guardians in these areas, vigilance and supervision are important. Routes that involve passing through high-risk areas must be avoided.
- Children who are unable to attend their normal childcare arrangements due to illness should not be considered as part of this policy and should not be brought into the workplace.
- If pre-approval is granted for a child to come to the workplace, the parent or guardian must take full responsibility for the child and adhere to the guidelines set while the child is on site.

- Children should not be brought into the workplace for extended or frequent period.

### 5.3.3. Group leaders / line manager roles & responsibilities

5.3.3.1. Group leaders / line managers must liaise with the parent or guardian, and (where appropriate) the central H&S and HR teams, to first consider the following factors:

- The age of the child.
- The supervisory needs of the child.
- How long the child needs to be present.
- The work environment in the employee's area, particularly relating to any scheduled events or activities taking place in the Institute on a given day.
- Any possible disruption to the parent / guardian's and co-workers' work.

5.3.4. Group leaders / line managers must also liaise with the parent or guardian, and / or central H&S and HR teams, to ensure that suitable and sufficient arrangements, including a VACYP risk assessment, are in place.

## 6. Safeguarding

6.1. The Institute fully recognises the responsibility to have arrangements in place to safeguard and promote the welfare of under 18s. Thus, all those interacting with under 18s on behalf of the Institute and completing a VACYP risk assessment must read, follow and understand the information and guidance in the Institute's Safeguarding Policy (BI-HAS-003) and associated documents.

## 7. Further information

7.1. For further information, see the:

- HSE web page: [Young people at work](https://www.hse.gov.uk/youngpeople/)<sup>9</sup>
- HSE web page: [Apprentices](https://www.hse.gov.uk/youngpeople/apprentices.htm)<sup>10</sup>
- Government web page: [Work experience: employer guide](https://www.gov.uk/government/publications/employers-could-you-offer-work-experience/work-experience-employer-guide)<sup>11</sup>
- Advisory, Conciliation and Arbitration Service (ACAS) web page: [Young workers, apprentices and work experience](https://www.acas.org.uk/young-workers-apprentices-and-work-experience)<sup>12</sup>
- HSE web page: [New to the job](https://www.hse.gov.uk/vulnerable-workers/new-to-the-job.htm)<sup>13</sup>
- HSE guidance document: [Young people and work experience: A brief guide to health and safety for employers](https://www.hse.gov.uk/pubns/indg364.pdf)<sup>14</sup>

7.2. This policy will be reviewed regularly to incorporate any changes, legislative or otherwise. The next review date is specified on the cover sheet.

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<sup>9</sup> <https://www.hse.gov.uk/youngpeople/>

<sup>10</sup> <https://www.hse.gov.uk/youngpeople/apprentices.htm>

<sup>11</sup> <https://www.gov.uk/government/publications/employers-could-you-offer-work-experience/work-experience-employer-guide>

<sup>12</sup> <https://www.acas.org.uk/young-workers-apprentices-and-work-experience>

<sup>13</sup> <https://www.hse.gov.uk/vulnerable-workers/new-to-the-job.htm>

<sup>14</sup> <https://www.hse.gov.uk/pubns/indg364.pdf>

- 7.3. Associated policies, procedures and guidance are listed on the cover sheet. The Policy Owner named on the cover sheet can be contacted with any queries.
- 7.4. This policy may be varied, withdrawn or replaced at any time by the Institute at its absolute discretion.