

Student and Academic Service (SAS) Policy Framework for Students Under 18

Document Owner:	Head of Student Wellbeing Service		
Principle Contact:	Assistant Head of Student Wellbeing Service (Psychological Wellbeing)		
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Contents

Contents	2
1. Introduction	3
2. Regulatory context.....	3
3. Process for admission and registration of students under 18 years of age	4
3.1 Admissions	4
3.2 International Students	4
3.3 Registration	4
3.4 Notification of Age of Student.....	4
3.5 Emergency Contact	4
4. Safeguarding.....	5
4.1 University DBS requirements.....	5
4.2 Regulated Activity.....	5
4.3 Procedure for Responding and Reporting Safeguarding Concerns.....	5
4.4 Safeguarding Training.....	5
5. Faculty responsibilities	6
6. Directorate of Student and Academic Services (SAS).....	6
7. University of Greenwich International College (UGIC).....	7
8. Report and Support.....	7
9. Student Accommodation	7
10. Field Trips	7
11. Contracts.....	7
12. Alcohol and Tobacco.....	7
13. Sexual Relationships with Young People	8
14. Holding Office or Positions of Responsibility.....	8
15. Policy Monitoring and Review.....	8
16. Related Policies	8
17. Appendix 1 - Process for admission and registration	9
18. Appendix 2 - Parents/Guardians Consent Form.....	10
19. Appendix 3 - Parents/Guardians Consent Form	12
20. Appendix 4 - Student & Academic Services Student Wellbeing Service	14
21. Appendix 5 - Risk Assessment.....	15
22. Appendix 6 - Risk Assessment Template	17
23. Appendix 7 - Risk Assessment Template Guidance	22
24. Appendix 8 Process Flowchart	23

1. Introduction

The University of Greenwich (the University) is committed to the safeguarding and promoting the welfare of young people under the age of 18 who access its services, activities and programmes. All members of staff who come into contact with individuals under the age of 18 years are in a position of trust and are therefore responsible for ensuring that they understand this responsibility and act in accordance with it.

This policy outlines the context, principles, and procedures that guide the University's support for students who are under 18 (hereafter referred to as "young people," "young person," or "U18 student"). In law, young people under 18 are considered children or minors.

Each year, approximately 70-100 U18 students commence study at the University. A proportion of these students are international students who will study at [University of Greenwich International College](#) (UGIC). UGIC will take the lead on completing the necessary actions stated in this policy for the young people that fall within their provision.

The University has a legal duty to discharge its duty of care appropriately. This policy ensures that suitable pastoral support is available for young people studying at the University and that their wellbeing and welfare are actively safeguarded.

The University's policy is to communicate directly with students, rather than parents/guardians; this approach also applies to students under 18. If a medical emergency arises and it is not possible to contact a parent/guardian or nominated UK based guardian using the details supplied, a senior staff member of the University and Head of Student Wellbeing Service or nominee, will endeavour to support the student in accessing medical treatment where it is in their best interests.

2. Regulatory context

- There is an enhanced responsibility on the educational institute to ensure the safety of young people, as outlined in the Education Act 2002 and [HM Government Policy \(2025\) Keeping Children Safe in Education, Department for Education](#)
- **Home Office Policy, [Student Visa Sponsorship guidance](#).** United Kingdom Visas and Immigration (UKVI) / Home Office policy which applies to institutions who recruit students under the age of 18 who need a Student Visa to study in the UK.
- **Disclosure and Barring Service (DBS).** [DBS Checks: detailed guidance](#) and [Regulated Activity with Children in England](#). Anyone working directly with children and young people must be checked against the Disclosure and Barring Service. Anyone who has not had an enhanced DBS check may not be left alone with a young person in a regulated setting, without the presence of a DBS vetted member of staff or volunteer.

3. Process for admission and registration of students under 18 years of age

3.1 Admissions

The University is committed to fair and transparent admissions practices, offering places to applicants who demonstrate the potential to benefit from the academic experience we provide, regardless of social, cultural, or economic background. An applicant's age is not considered during the selection or offer-making process.

When an offer is made to a young person who will be under 18 at the point of registration, they will receive information as part of their core email communications from Admissions directing them to this policy. These communications also outline the University's duty-of-care measures and request the completion and return of the Parents/Guardians Consent Form (Appendix 2).

3.2 International Students

Any young person under 18 who is ordinarily resident outside the UK must have a UK-based guardian with the authority to make decisions and provide consent on their behalf.

Where a young person requires a Student Visa to study in the UK, the University will comply with all relevant regulatory requirements set by UK Visas and Immigration (UKVI). These arrangements are detailed in Appendix 1.

3.3 Registration

The Principal Conditions of Registration stipulate that by signing and returning the [Parents/Guardians Consent Form \(Appendix 2\)](#), the parents/guardians of the young person accept the arrangements set out in this document. Once the young person reaches the age of 18, these accepted terms will automatically be regarded as agreed by you.

The young person will only be permitted to register with the written authorisation of an appropriate adult, normally their parents/guardians.

3.4 Notification of Age of Student

Faculties can access a copy of the 'Applicants Under the age of 18' business objects report via the centralised SharePoint area. The report will show any newly registered U18 students that may have joined their faculties. This report should be reviewed by the faculty Head of Education Administration/Operation ¹ at each entry point.

The faculty Head of Education Administration/Operation ² is responsible for ensuring that Academic Tutors are allocated and informed of relevant U18 students within two weeks of registration.

3.5 Emergency Contact

Emergency contact details for parents/guardians must be provided prior to arrival, and any changes must be promptly reported to the University for recording on the Student Portal.

Parents/Guardians who live overseas must have a nominated UK based guardian as an emergency contact. A new consent form must be resubmitted, and the Student Portal updated, if there is a change to the named UK based guardian.

¹ Or nominee

² Or nominee

4. Safeguarding

The University has established safeguarding processes to protect the safety and wellbeing of young people under 18. Lead Safeguarding Officers (LSOs) hold enhanced DBS clearance and are available to provide information, guidance, and support to staff working with young people, including in situations involving regulated activity (see definition below).

4.1 University DBS requirements

The following staff must hold an up-to-date enhanced DBS check:

- All employees whose roles involve regular or significant contact with young people in the course of teaching, support, or other university duties, or those who hold a position of trust (e.g., student support staff).
- Employees undertaking regulated activity as defined by safeguarding legislation.

A DBS check must be renewed every three years, or the staff member must be registered with the DBS Update Service. The People Directorate is responsible for ensuring that:

- A new enhanced DBS check is completed at least every three years, or
- The DBS Update Service is checked at a minimum of every three years for any change in status.

Staff are personally responsible for informing the University immediately if any change in their circumstances could affect their DBS status.

4.2 Regulated Activity

Any staff member undertaking duties deemed to be regulated activity with a young person must hold an enhanced DBS check.

Regulated activity relating to young people includes situations where the engagement is:

- More than 3 days within a 30-day period, or
- Overnight between 2:00am and 6:00am, where there is the opportunity for face-to-face contact.

4.3 Procedure for Responding and Reporting Safeguarding Concerns

The University Safeguarding Policy sets out the procedures for staff to follow when responding to or reporting safeguarding concerns. More information can be found here: [Safeguarding | About the university | University of Greenwich](#).

Depending on the nature and seriousness of the concern:

- Staff may choose to speak with their Faculty Safeguarding Lead in the first instance.
- Where a concern is significant or urgent, staff should contact one of the Lead Safeguarding Officers—the University Secretary or the Executive Director of SAS.

Concerns may also be recorded and reported via the [University of Greenwich H&S Reporting Portal](#) on the Portal.

Students and staff can also seek further support and advice from the [Student Wellbeing Service](#) or [Report + Support](#).

4.4 Safeguarding Training

The University will ensure that the [Lead Safeguarding Officers](#) (LSO), and other staff who are likely to be in regular contact with young people, receive appropriate training.

Details of mandatory training requirements are provided in the [Safeguarding Policy](#).

The University also encourages staff to complete the 'Safeguarding Essentials' e-Course available on Horizon Learning.

5. Faculty responsibilities

The Head of Education Administration³/Operations or nominee will be required to:

- Conduct an overall baseline risk assessment for young people within the faculty. This will help identify and mitigate potential risks and prompt a review of relevant working practices. The Head will liaise with the designated Academic Tutor to understand the young person's programme of study and determine whether additional course-specific activities (e.g., field trips) require an individualised risk assessment. Guidance and templates are available in Appendix 5.
- Identify and record a named Academic Tutor who will hold responsibility for pastoral oversight of each young person. This information must be recorded in the centralised SharePoint area.
- Ensure that any faculty staff member engaging in regulated activity holds a current enhanced DBS check.
- Ensure that those colleagues are reminded annually of the offence of abuse of a position of trust under the Sexual Offences (Amendment) Act 2000.
- Ensure that any staff engaged in regulated activity with the young person has undertaken Safeguarding Young People training. Faculties are responsible for ensuring compliance with this requirement.
- Further training information is available at: www.educare.co.uk/courses/safeguarding-young-people-colleges&universities.

6. Directorate of Student and Academic Services (SAS)

The Directorate of Student and Academic Services (SAS) provide a comprehensive range of support services to all students, regardless of age. These services include Counselling, Mental Health, Disability & Dyslexia, Report + Support and Psychological Wellbeing support. Any staff member conducting one-to-one meetings with a young person must hold a current enhanced DBS certificate.

SAS ensure the following procedures are in place, monitored and regularly reviewed:

- **Monthly wellbeing contact**
The Student Wellbeing Service (Psychological Wellbeing) will maintain monthly contact with each young person. Once registration is complete, a designated staff member, assigned until the young person's 18th birthday, will reach out to provide information, advice and support as required.
- **Coverage across all intake periods**
This process will be completed for all major intake periods (September, January, and April) and

³ Or nominee

for any additional points throughout the year where a student under 18 registers outside the main entry cycles.

7. University of Greenwich International College (UGIC)

A significant proportion of young people under the age of 18 will be registered with and study at the [University of Greenwich International College](#) (UGIC) which is operated by the [Oxford International Education Group](#).

UGIC has a comprehensive wellbeing structure in place for supporting young people. The UGIC Welfare Officer meets regularly with each young person, typically on a weekly or monthly basis. This single-point-of-contact approach helps the young person build continuity and trust with one wellbeing professional, enhancing their overall student experience.

Student Wellbeing Service (Psychological Wellbeing) will liaise regularly with the UGIC Welfare Officer to ensure effective communication and support for the young person. This collaboration will monitor student wellbeing and attendance, providing a more integrated support system for the students studying at UGIC.

8. Report and Support

The Report + Support service is available to staff and students who experience or witness any form of harassment, including bullying, discrimination, hate incidents, or sexual misconduct. Students can choose to report anonymously or request to speak with a trained advisor. The service provides clear information on reporting options and the support available, helping individuals make informed decisions about next steps.

If a young person discloses to [Report + Support](#), they can invite their named SWS contact to any Report + Support meeting.

All Report + Support advisors hold current enhanced DBS clearance and are trained Sexual Violence Liaison Officers (SVLOs) and Mental Health First Aiders.

9. Student Accommodation

The residential accommodation offered by the University is intended for the use of adults. Therefore, unless the young person will reach the age of 18 during their first year, they will not have access to university accommodation.

10. Field Trips

Where a young person is required to participate in an overnight field trip, trip organisers must ensure that appropriate safeguarding measures are in place. This must include a thorough risk assessment that considers accommodation arrangements, supervision requirements, travel, and any activity-specific risks.

11. Contracts

Young people under 18 years of age are legally not permitted to enter into binding contracts. If a contract is necessary, a parent or guardian must act as the guarantor and assume responsibility for fulfilling all obligations under the contract until the young person turns 18.

12. Alcohol and Tobacco

It is illegal for a young person to buy or be sold alcohol or tobacco. The young person will be expected to comply with the University's [Alcohol and Drugs Policy](#). The University will take reasonable steps to ensure compliance with the law on any licensed premises under its control. However, the University cannot supervise the behaviour of individual students.

The Students' Union is responsible for ensuring that its own licensed premises operate in accordance with legal requirements and appropriate safeguarding practices.

13. Sexual Relationships with Young People

Under the Sexual Offences Act 2003, it is a criminal offence for any person in a position of trust, including University staff and anyone acting on behalf of the University, to engage in sexual activity with a young person under 18. This applies even if the relationship is described as consensual. The University's [Personal Relationships at Work Policy](#) provides more detail.

14. Holding Office or Positions of Responsibility

Young people are encouraged to take part in university and Students' Union clubs, societies, and activities. However, they may not hold elected office until they reach the age of 18.

15. Policy Monitoring and Review

This policy will be reviewed every three years, or as required. The Policy may be viewed at several committees, including the Health, Safety, Sustainability and Wellbeing Board (HSSWB) and discussed at its committees.


16. Related Policies

- [University of Greenwich Safeguarding Policy](#)
- [University of Greenwich Personal Relationships at Work Policy](#)
- [University of Greenwich Admissions Policy and Procedure](#)
- [University of Greenwich Principal Conditions of Registration](#)
- [University of Greenwich Children on Campus Policy](#)
- [University of Greenwich Sponsorship of International Students for Visa Purposes](#)
- [University of Greenwich Students Giving Cause for Concern Policy](#)
- HM Government (2015) [What to do if you are worried a child is being abused: advice for practitioners](#). DFE.
- HM Government Policy (2025) [Keeping Children Safe in Education](#), DFE
- Required for Field Trips: [Code of Practice for travelling off campus on university business](#)
- University of Greenwich [Risk Assessment guidance](#)
- [Greenwich Student Union Safeguarding Policy](#)

17. Appendix 1 - Process for admission and registration

Admission

Dates active: from open to close of admissions cycle

1. The Admissions team communicate the Under 18 Policy and conditions of registration to all offer holders as part of core email communications during the application process.
2. The following text is included in a core email communication received by all offer holders:
3. “If you will be under 18 years of age at the time of registration, the University will undertake certain arrangements to fulfil our duty of care, as detailed in the [Framework Policy for Students Under the Age of 18 Years](#). It is a condition of registration that your parent or guardian confirms, via return of the [Parents/Guardians Consent Form](#) their acceptance of these arrangements.”
4. Completed Parents/Guardians Consent Forms are returned to Admissions via aoc@greenwich.ac.uk who upload them to the University’s online document retention service, Xtender, and are then subject to the University’s data policies.
5. s are saved according to the following naming convention: Parents/Guardians Consent Form.

Visa compliance

Dates active: from open to close of admissions cycle

7. If an applicant requires a student visa to study in the UK and is under 18 when they intend to begin their course, the CAS Team require the applicant to have provided a signed Parent/Guardian consent form before they will issue a CAS. This form is then stored in CAS Shield and Xtender. At registration the Compliance Team and Student Centre ensure this form is on file before registration.
8. Student Visa Compliance team will follow specific regulatory duties set by UK Visas and Immigration (UKVI) where a person under 18 requires a student visa to study in the UK.

Registration

Dates active: from confirmation to close of registration

7. An automatic hold will be in place for the young person. Once the completed Parents/Guardians consent form is received, the young person can continue with registration. Student Centre will check Xtender for the Completed Parents/Guardians Consent Forms before the young person is permitted to register.

18. Appendix 2 - Parents/Guardians Consent Form

Dear applicant,

It is a condition of registration at the University of Greenwich that the parent or guardian of a student who is under the age of 18 years confirms their acceptance of the arrangements as set out in the [Student & Academic Services \(SAS\) Framework Policy for students under the age of 18 years](#). Once you have reached the age of 18, the terms within the policy will automatically be regarded as agreed by you.

Please ensure that your parent(s) or guardian(s) have read and understood the Policy for students under the age of 18 years and complete and sign the form below.

Students under 18 will not be allowed to register on their course unless this Parents/Guardians Consent Form is completed and returned and contact details of a UK based guardian are provided. The UK based guardian should be an adult who the University can contact in case of an emergency.

If your named UK based guardian changes before you are 18, a new form must be completed and submitted. Please return your completed form to: Admissions via aoc@greenwich.ac.uk

'Dear Parents/Guardians,

As your child/ward is under 18 years old and is due to undertake a course of study and/or participate in activities at the University, we require your consent in order to support their welfare and wellbeing. Your child/ward will be required to sign up to the [University's Principal Conditions of Registration](#).

Please carefully read the attached document, [University of Greenwich: Student & Academic Services Framework Policy for students under the age of 18 years](#).

Travel (for applicants based overseas)

Your child/ward is expected to make their own independent arrangements to travel to the UK and should discuss these plans with you before booking. **The University is not able to assist with travel arrangements.**

Upon arrival in the UK, your child/ward is responsible for arranging their onward travel to campus. They should discuss and agree to these arrangements with you before departure. Please ensure that they arrive with:

- a plan for travel from the airport to their accommodation
- the full address of their accommodation

Information on travelling to campus can be found here: <https://www.gre.ac.uk/about-us/travel>

Where possible, the University encourages the parent/guardian to accompany their child/ward to the UK.

The University's free online International Welcome Programme helps international students prepare for life in the UK as a student. It includes information on what they can expect at the airport and guidance on planning their onward journey. **All students under the age of 18 should register for this programme** as it contains important information to help them stay safe and well. An invitation to register for this programme will be sent shortly before arrival.

Accommodation

Students who will not reach the age of 18 during the academic session are not eligible for University-managed student accommodation. You must therefore ensure that your child/ward has suitable accommodation arranged for their arrival and throughout their studies.

Care

The University's policy for the care of children, including safeguarding, can be found at: [University of Greenwich: Student & Academic Services Framework Policy for students under the age of 18 years](#). Please read this policy carefully.

Please sign and return by email the attached Parents/Guardians Consent Form, to the Admissions department to indicate that you have accepted the arrangements as set out in the Students Under the Age of 18 Years Policy. **Please note that for international applicants who require a student visa to study in the UK, this form must be signed and returned before a CAS can be released.**

Please email completed forms to Admissions via aoc@greenwich.ac.uk

If you have any questions or would like more information about the University's responsibilities toward students under 18, please contact the Student Wellbeing Service at: wellbeing@gre.ac.uk

19. Appendix 3 - Parents/Guardians Consent Form

I confirm that I give consent for my child/ward to study on the stated programme.

I have read and accept the arrangements for the care of my child/ward as set out within the University's [framework policy for students under the age of 18 years](#).

For applicants based overseas:

I understand that my child/ward will live independently in the UK and consent to their independent travel, arrival, accommodation, and UK-based guardian arrangements.

I understand that my child/ward will have to satisfy the UK immigration requirements for the duration of their studies in the UK. If a student visa is required, I/We give my/our consent for my/our child/ward to apply for this and for the University to undertake all associated processes.

This consent form must be signed by both parents or legal guardians (unless you have sole responsibility for your child/ward)

Please email completed forms to Admissions via aoc@greenwich.ac.uk

Name of Applicant:	Date of Birth:
Address:	

UCAS Number/Application Number:	
Course applied for:	
Applicant's telephone number (UK):	
Email address:	

Parent/Guardian 1

Name:	Signature:	Date:
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Parent/Guardian 2

Name:	Signature:	Date:
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I understand that while my child/ward is under the age of 18 years, the University requires the name and contact details of a guardian in the UK who can be contacted if there are any concerns.

Their details are:

UK Guardian Name:
UK Address:
UK Telephone number (mobile and landline):
Email address:

Person to be notified in case of an emergency:
Name:
Relationship to Applicant:
Country of domicile:
Home Telephone Number (UK):
Mobile Telephone Number (UK):
Email address:

All records are kept securely within the terms of the University's Data Protection Policy and Data Protection Legislation.

20. Appendix 4 - Student & Academic Services Student Wellbeing Service

Date: (DD/MMMM/YYYY)

Dear (Student Name)

(Student ID Number and Course Title)

We are writing to you because you are under the age of 18 and we will offer you enhanced wellbeing support until you reach 18.

Student Wellbeing Service will check in with you at the start of your course and monthly until you reach the age of 18.

Your named Student Wellbeing Service contact is (NAME), and their email address is (EMAIL). If they are unavailable, you can also contact us via our team email wellbeing@gre.ac.uk

A copy of this letter will also be sent to your faculty.

May I wish you every success in your programme of study.

Best wishes,

(NAME)

Student Wellbeing Service | Directorate of Student & Academic Services

Email: wellbeing@gre.ac.uk

21. Appendix 5 - Risk Assessment

1. Health and Safety

The legal obligations from the Health & Safety at Work Act and the common law duty of care are enhanced for young persons, requiring higher standards of protection in some circumstances.

All the likely risk areas are ones where there will be risk assessments in place already for students.

However, an assessment which takes account of the age of some students alongside other risk factors, will be required. In the case of young students, any significant findings of the assessments will need to be communicated to parents or guardians.

A non-exhaustive list of examples of likely risk areas include:

- hazardous substances
- radiation
- dangerous machinery (including food preparation machinery)
- participation in field trips
- some sporting activity

2. Academic Issue

Where there is a requirement that the young person make use of adult material, for example a film classified for over 18s, as part of their course. In these circumstances, alternative arrangements should be made as far as is possible.

3. Work related learning

While no particular work is prohibited for young persons, providing it is meeting a required training need, the employer has an obligation to undertake a risk assessment which takes into account their lack of experience and training and their possible physical and behavioural immaturity: and to put in place measures to control the risks which will remove them altogether or reduce them to the lowest possible level.

All work will need to be properly supervised by a competent person.

The Faculty Placement team will need to inform the employer that the student is under 18. They should also check that the employer is aware of health and safety requirements and has in place health and safety procedures. The Faculty Placement team will ensure that the employer is aware of the additional responsibilities of employing young people. They will also ensure that the University has suitable arrangements for maintaining contact with the young person.

If a significant risk remains despite efforts to take all reasonable steps to control it, the young person must not be allowed to undertake the work.

4. Pastoral Support

Staff within Student & Academic Services and Faculty, who give academic or pastoral advice to students, will be made aware of those students who are under 18, so that, if they give advice to such students, they do so with knowledge of their age and can make any adjustments to their advice which, in their professional opinion, are necessary.

Young people may require additional pastoral support. They will be informed of a named member of staff within their Faculty, usually an Academic Tutor who they can approach if they have problems. In addition, the young person will be required to keep contact with a member of the University Student Wellbeing Service on a monthly basis (in term time) until the young person reaches the age of 18.

5. Information and Library Services (ILS)

There is periodic 24-hour access to libraries and potential to access adult material either through the internet or within libraries. During periods of 24-hour access, the University has security staff on site so this should ensure their reasonable safety when on campus. The issue of visiting the University is covered by general advice provided to all students about their safety.

With regards to adult material, all students are expected to abide by the University's ILS code of conduct which stipulates that students should not be accessing unsuitable material. It is also the young person's responsibility not to access material which is unsuitable for their age and where it is not required by their course.

6. Student Union Facilities

The Students' Union should take appropriate steps to ensure that it does not sell alcohol or cigarettes to a young person under 18.

7. Medical Care and Emergencies

It is accepted that young people are capable of making their own decisions about seeking medical treatment and are capable of self-administering prescribed drugs or other treatments. However, in medical emergencies where the young person is unable to give or withhold consent, and it is not possible to contact the parent/guardian using the contact details supplied, the University will endeavour to support them in accessing treatment where it is in their best interests.

22. Appendix 6 - Risk Assessment Template

Faculty/Directorate

Title of risk assessment/work activity being assessed

Under 18 students on a programme of study

Location of assessed activity (campus/building/room)

Date of initial assessment

Brief description of work activity being assessed

Include brief details of stages of the process, numbers of people involved, scale of operation, duration, timing and frequency of work (attach protocol or method if preferred)

Each year, approximately 70-100 students under 18 will complete their studies at the University of Greenwich. A proportion of these students are international students study at [University of Greenwich International College](#) (UGIC).

The University has a legal duty to discharge its duty of care appropriately; there is an enhanced responsibility on the educational institute to ensure the safety of young people, as outlined in the Education Act 2002.

The University is committed to the safeguarding and promotion of the welfare of young people under 18 who seek to access services or activities within the University. Anyone working directly with children and young people or has any regulated activity (see definition below) must be checked against the Disclosure and Barring Service. Anyone who has not had an enhanced DBS check may not be left alone with a young person in a regulated setting, without the presence of an enhanced DBS vetted member of staff or volunteer.

Regulated Activity

Any person whose duties are deemed as regulated activity must have an enhanced DBS check when working with a young person.

Regulated activity relating to young people, includes when the activity is 'more than 3 days in a 30-day period or overnight between 2am & 6am with the opportunity for face-to-face contact with young people.

This is the overall baseline risk assessment for the young people. This risk assessment will identify and mitigate potential risks, as well as serve as a prompt for reviewing existing working practices. Faculty Head of Education Administration/Operations or nominee will also liaise with the designated Academic Tutor to obtain details regarding the young person's programme of study. This will help determine if there are any additional course-related activities, such as field trips, that may necessitate an individualised risk assessment.

Things to consider within the assessment – this list may not be exhaustive (Please delete any items that are not applicable)

- **Personal safety** e.g. Escape from fire; physical/verbal attack; disability or health problems; delayed access to personal or medical assistance; failure of routine or emergency communications; security of accommodation and support; getting lost, or stranded by transport; terrorism/kidnapping/civil unrest; cultural or legal differences. - List aspects of the work with significant hazards and give brief details of how foreseeable harm/injuries could occur.

- **Equipment hazards - Storage, handling and use of equipment and materials** e.g. Tools; machinery; vehicles; manual handling; noise; work at height; electricity; fire; vacuum; high pressure; high temperature; ultra violet; laser; vibration - List equipment and materials with significant hazards, and give brief details of how foreseeable harm/injuries could occur.
- **Biological hazards - Storage, handling, use, and disposal of biological agents, intermediates, products and waste, "any micro-organism, cell culture or human endoparasite including any which have been genetically modified, which may cause infection, allergy, toxicity and other hazards to human health". This includes bacteria, viruses, fungi and parasites. Include routes of exposure** e.g. Blood borne infection; skin contact, skin sensitisation; sensitisation by inhalation; toxic by ingestion or inhalation including e.g. legionella, radiation; safety of local drinking water; food hygiene. List biological agents with significant hazards, and give brief details of hazard classification and foreseeable harm/injuries.
- **Natural physical hazards - Effects of the natural environment, climate, landscape, plants, animals** e.g. Extreme weather, heat/humidity/sun/cold; earthquakes and volcanoes; mountains, cliffs and rock falls; glaciers, snow, crevasses and icefalls; caves, mines and quarries; forests including fire; marshes and quicksand; fresh or seawater floods, tidal surges.
- **Environmental impact** e.g. Pollution and waste, deposition of rubbish, disturbance of eco-systems, trampling, harm to animals or plants.
- **Chemical hazards - Storage, handling, use, and disposal of chemical reagents, intermediates, products and waste** e.g. Toxic by inhalation or ingestion; irritant; corrosive, flammable; explosive; oxidising; radioactive. Include routes of exposure e.g. skin contact; skin sensitisation; sensitisation by inhalation; toxic by ingestion or inhalation. ***If the chemical is a group 3 or 4 chemical (see RA guidance sheet) then a separate COSHH assessment MUST be carried out.***
- **Infectious illness** – E.G COVID, Flu, Chicken Pox, Monkey Pox, Meningitis, or TB; List activities where close contact / possible infection may occur.

Risk Assessment:

Description of Hazard (only include significant hazards inherent within the task or the activity)	Person(s) at risk e.g. staff, students, visitors, new & expectant mothers, children, unexpected persons, etc.	Current control measures in place	Current risk rating			Further control measures required and by whom and when (usually only necessary where the risk rating is either high or medium)	Final risk rating		
			Likelihood	Severity or impact	Risk Rating		Likelihood	Severity or impact	Risk Rating
Enhanced DBS Checks	Under 18 students and staff	Appropriate Faculty staff must have undertaken a DBS Enhanced Check and received a certificate							
Safeguarding training	Staff	Appropriate Faculty staff must have undertaken safeguarding training as detailed in the Policy							
Medical care and Emergencies	Under 18 students	Emergency contact details to be recorded							

Description of Hazard (only include significant hazards inherent within the task or the activity)	Person(s) at risk e.g. staff, students, visitors, new & expectant mothers, children, unexpected persons, etc.	Current control measures in place	Current risk rating			Further control measures required and by whom and when (usually only necessary where the risk rating is either high or medium)	Final risk rating		
			Likelihood	Severity or impact	Risk Rating		Likelihood	Severity or impact	Risk Rating
International Students	Under 18 students	Nominated UK based guardian name and contacted details confirmed. Admissions/ International Student Support and Advice staff should ensure that they have written confirmation of name and contact details of the nominated UK based guardian.							
Laboratory based work, including access to mechanical machinery and/or chemicals	Under 18 students	Health and Safety risk assessment undertaken							
Field trips	Under 18 students	Separate risk assessment specific to the visit, normally visits would be as a group							
Curriculum and its delivery	Under 18 students	Ensure that student does not have access to unsuitable course material, or other age appropriate material.							
Information and Library Services 24 hour access Travelling	Under 18 students	Safety induction and introductory talks, supervisor monitoring -							

Person(s) completing this assessment:

(Person carrying out or managing/supervising the activity day-to-day)

Name _____ Title Head of Education Administration/Operations Signature _____ Date _____

Other person(s) commenting on this assessment (where required under Faculty/Directorate arrangements)

(Line Manager or Supervisor responsible for the activity, others involved in the decision-making process, others advising on the activity e.g. Health & Safety Manager, Health & Safety Local Officer)

Name _____ Title _____ Signature _____ Date _____

Person approving this assessment:

(Person with overall responsibility for the activity e.g. PVC/Faculty Operating Officer/Director of Professional Service, Head of Dept./Senior Academic or Manager/Supervisor)

Name _____ Title _____ Signature _____ Date _____

Review of assessment, and revision if necessary

(For continuing work: the assessment must be reviewed for each visit in a series; when there are significant changes to work materials, equipment, methods, location or people involved; and if there are accidents, near misses or complaints associated with the work. If none of these apply, the assessment must be reviewed at least annually)

REVIEW DATE	--/--/----	--/--/----	--/--/----	--/--/----
Name of reviewer				
Signature				
Summary of changes to activity, hazards, precautions or risks noted in text.				

23. Appendix 7 - Risk Assessment Template Guidance

The hazards identified within the risk assessment should be assigned a risk rating – this should be assigned for any control measures which are currently in place and any further control measures which will be required.

You should assign a value for the likelihood of an incident occurring based on the hazard from 1 to 5 and a value for the severity / impact of the hazard from 1 to 5. These should then be multiplied together to give a final risk rating e.g. $3 \times 2 = 6$.

SEVERITY or IMPACT	5 CATASTROPHIC	5	10	15	20	25
	4 MAJOR	4	8	12	16	20
	3 SERIOUS	3	6	9	12	15
	2 MODERATE	2	4	6	8	10
	1 MINOR	1	2	3	4	5
		1 RARE	2 UNLIKELY	3 POSSIBLE	4 LIKELY	5 ALMOST CERTAIN
	LIKELIHOOD					

<p>The Risk Score for a hazard causing harm is calculated as follows: Likelihood x Severity or Impact</p>
<p>High (RED) - Rating 15 or more Immediate action is required to control and/or lower the level of risk. Exposure to the identified hazard is prohibited or severely restricted</p>
<p>Medium (AMBER) - Rating 5 - 12 Continue to review the equipment, activities and systems of work, with the aim of lowering the risk to the lowest possible level. Scores below 9 are considered tolerable, as per current University Risk appetite.</p>
<p>Low (GREEN) - Rating 1 – 4 Usually, no further action will be required except for monitoring to ensure the risk does not change and controls remain in place. However, if it is possible to reduce the risk levels still further, by using controls that are “reasonably practicable”, then this should be done.</p>

Scoring Criteria

Likelihood	Criteria
5 Almost Certain	>90% likely (e.g. regularly, in the next 12 months)
4 Likely	51-90% likely (e.g. at least twice within the next 2 years)
3 Possible	21-50% likely (e.g. once in the next 2 to 5 years)
2 Unlikely	6-20% likely (e.g. once in the next 20 years)
1 Rare	0-5% likely (e.g. once in the next 100 years)

Severity or Impact	Criteria
5 Catastrophic	Irreversible multiple injury or multiple deaths
4 Major	Irreversible injury or death
3 Serious	Major reversible injury
2 Moderate	Minor reversible injury
1 Minor	Discomfort or minor illness

24. Appendix 8 Process Flowchart

