



BUCKINGHAMSHIRE
NEW UNIVERSITY

EST. 1891



Admission of Student/Employee Children to University Premises

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Approved by:	Health and Safety Committee	Date first published:	Mar-2010
Version No:	1.3	Date updated:	Jun-2022
Owner:	Head of Health and Safety	Review Date:	Jun-2025

NB December 2023 – This Policy is currently under review and will be replaced during 2024

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Introduction

- 1 The University's premises are primarily a study/workplace for registered Higher Education Students and employees; they are not public buildings. As such, University buildings are not designed with the attendance of children in mind and there are many hazards both in the layout of the buildings and in the equipment and machinery provided for teaching and other purposes. The definition of a child under health and safety law, is someone who has not reached minimum school leaving age (16) and the definition of a young person is 16 but not having reached their 18th birthday. Different restrictions are necessary for each of these groups and the Health and Safety Manager should be consulted each time they present on campus. There are proscribed jobs and machinery which are banned from use by age related circumstances.**

Legislative Background

- 2 The University has a statutory responsibility to protect all visitors from hazardous activities undertaken on University premises and to ensure safe evacuation during emergencies.**
- 3 Requiring adults to exercise proper supervision of their children while on University premises will not be sufficient to relieve the University of the statutory responsibility to protect visitors (of whatever age) from foreseeable risks to their health and safety. Where young children are concerned, the foreseeable risks are naturally greater than they are for adults. Consequently the protective measures deemed reasonably practicable will need to be identified through a risk assessment carried out by the relevant department and signed off by the Head of Department or Director of service prior to admission.**

Buckinghamshire New University Arrangements

- 4 It is the University's policy that children visiting the University will not normally be admitted to buildings except under the constant supervision of a responsible adult for the purpose of specific approved activities, e.g. public exhibitions, course enquiries, educational visits and summer schools. The University does not normally accept children for work experience placements, however in cases where children are allowed into the University for such activities then a risk assessment must be conducted (as above) and supervisor(s) must be identified formally.**

- 5 In exceptional circumstances, an employee may be allowed to bring their own children or children in their care to their normal place of work, provided that:**
- their child is under constant supervision by a parent or guardian;
 - their child will not enter any laboratory, workshop, studio, seminar room, computer room, library (other than at issue desk) or media facility or any other are containing learning resources, laboratory substances or other equipment;
 - the Head of Department (or equivalent) has given approval;
 - the child does not impede the work of others.
- 6 In exceptional circumstances, a student may be allowed to bring their own children or children in their care to accompany them when making a short visit to the University for such things as returning/renewing a book, submitting an assignment, provided that:**
- they sign the child in at reception as a visitor to identify that they are on the premises;
 - their child is under constant supervision by a parent or guardian;
 - their child will not enter any laboratory, workshop, studio, seminar room, computer room, library (other than at issue desk) or media study space or any other area containing learning resources, laboratory substances or other equipment;
 - the child does not impede the work of others.
- 7 Where space restrictions limit the number of people able to make use of particular facilities, then the needs of students and employees must always take precedence.**
- 8 The parents or guardians of children who have previously been disruptive or who do not follow these guidelines will be asked to leave and can be refused access in the future.**

Risk Assessment

- 9 In all cases where a child under the age of 16 is allowed on the campus by the university (regardless of being on a school visit or not), a risk assessment must be provided to the parents/guardian and a written response must be received allowing the child access and acceptance of the risk assessment..**



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