

# Guidance notes for Young Persons visiting Chemical Engineering Department

## Scope

Young Persons are defined as students above the compulsory school age (16 years old) and below 18 years old. There are various policies concerning Young Persons and how they should be treated when on Work Placements (<https://www.ucl.ac.uk/safety-services/a-z/young-people>). The guidance for Young Persons undertaking work experience in the UCL Department of Chemical Engineering Department is presented in this document.

## Mandatory Safety Training

Local induction and familiarization guided by managers or supervisors responsible for the Young Persons' placement.

## Permission Required From the Head of Department

The Head of Department must give permission by email for anyone under the age of 18 to work or study in the Department and ensure that UCLs Child Protection (Safeguarding) Policy is implemented.

## Responsibilities of Principal Investigators and Supervisors

Managers / supervisors must ensure:

1. Parental or guardian consent has been obtained ([https://www.ucl.ac.uk/students/sites/students/files/form\\_for\\_parents\\_and\\_legal\\_guardians\\_5.pdf](https://www.ucl.ac.uk/students/sites/students/files/form_for_parents_and_legal_guardians_5.pdf));
2. A work plan specific to the project that the Young Persons are involved in is documented and communicated to the Work Organiser (e.g. school, college, parent or guardian);
3. They have contact details of the Work Organiser;
4. They are provided with a Medical and Contact Form (attached below) prior to visit. A hard copy of this confidential form should be kept by the Teaching & Learning administrator. A scanned electronic copy of the form should be kept in a secure location by the academic supervisor;
5. A risk assessment that takes into account the risks and limitations of the work placement in Chemical Engineering Department. The significant findings of the risk assessment should be communicated to the Work Organiser and the Young Persons before the start date. The risk assessment should be available on RiskNET (<http://www.ucl.ac.uk/estates/safetynet>);
6. The PhD students or staff who are dealing with 16-18 years old students have valid DBS check. UCL HR can submit their application for DBS check, so they need to contact HR to complete their application: HR Services [hr-services@ucl.ac.uk](mailto:hr-services@ucl.ac.uk)
7. The Young Persons understand that they must take care of their own health and safety and co-operate with UCL's arrangements for safety;
8. The Young Persons are informed of areas and activities which are prohibited;
9. Young Persons must not work with radiation or in radiation areas e.g. with X-Ray equipment.

## Insurance

Contact the UCL Insurance Manager with the names of the students and dates of placement one week before the visit.

## Useful contacts

Departmental Safeguarding Officer and Head of Department	Prof. Eva Sorensen	<a href="mailto:e.sorensen@ucl.ac.uk">e.sorensen@ucl.ac.uk</a>
Departmental Safety Officer	Dr. Ralph Hick	<a href="mailto:r.hick@ucl.ac.uk">r.hick@ucl.ac.uk</a>
Insurance Manager (Finance & Business Affairs)	Ms June Campbell	<a href="mailto:june.campbell@ucl.ac.uk">june.campbell@ucl.ac.uk</a>

## Useful links

Safety Services: <https://www.ucl.ac.uk/safety-services/>  
RiskNET: <https://www.ucl.ac.uk/safety-services/risknet>  
Guidance for working with Young Persons: <https://www.ucl.ac.uk/safety-services/a-z/young-people>  
[https://www.ucl.ac.uk/students/sites/students/files/form\\_for\\_parents\\_and\\_legal\\_guardians\\_5.pdf](https://www.ucl.ac.uk/students/sites/students/files/form_for_parents_and_legal_guardians_5.pdf)  
Documents for DBS check: <https://www.gov.uk/guidance/documents-the-applicant-must-provide>