Appendix F: Safe Place to Work and Study

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1. Purpose and content

1.1 UCQ recognises the importance of sound health and safety practices in maintaining a robust safeguarding framework. The purpose of this appendix of the UCQ Safeguarding Policy is to provide guidance on how to access the Health and Safety Policy and information on other health and safety related aspects. These can include, but are not limited to:

1.1.1 Social media and the web
1.1.2 Risk assessments
1.1.3 Personal protective equipment
1.1.4 Accidents and first aid
1.1.5 Work experience placements

2. Scope

2.1 UCQ policies apply to all students and all staff (including agency, visiting, associate and hourly paid staff) irrespective of anyone's position or role within UCQ, together with Academic Council members and any workers who are at UCQ on a voluntary/placement/other professional basis.

2.2 The term 'staff' is used as a generic term that encompasses all groups of workers as outlined in the paragraph above.

3. Access to policies and procedures

3.1 UCQ Safeguarding and Prevent policies, procedures, training and support can be found at the Safeguarding, Prevent and Wellbeing page of the website: https://ucq.ac.uk/safeguarding-and-prevent/

3.1.1 Social media and the web: The UCQ Safe Use of IT Policy (SA-014) provides important information on the safe use of UCQ IT facilities, internet, e-mail, social media and information security. It also provides guidance on safeguarding risks such as County Lines and the Prevent duty.

3.2 The full UCQ Health and Safety Policy and appendices are available on the UCQ website at https://ucq.ac.uk/policies/

3.2.1 Risk assessments (HS-001/Appendix A): Where practical activities are deemed to have an element of potential risk, UCQ will ensure that assessments of risk are undertaken by appropriately experienced line managers or nominated persons. Potential risks may include, but are not limited to:

- Handling and use of hazardous substances
- Safe plant and equipment
- Use of display screen equipment
- Warehouse and factory related training

3.2.2 Personal Protective Equipment (PPE): When participating in practical activities both within UCQ, and when on work placement, students will be directed to wear appropriate PPE, for

example hand protection; head protection; ear protection; eye and face protection; body protection; foot protection; respiratory protection and fall protection. UCQ will ensure that students are given training, information and instruction on the safe use of PPE.

3.2.3 Accidents and first aid (HS-001/Appendix F): When individuals suffer injuries or become ill it is important to give them immediate attention and call an ambulance in serious cases. UCQ provide the following first aid provision at all UCQ premises:

- Suitably stocked first aid kit
- An appointed person to take charge of first aid arrangements
- Information for employees about first aid arrangements

3.2.4 Work experience placements: The Department for Education (DfE) advise that DBS checks are not required to be carried out by a learning provider on staff within the organisation providing work experience placements. UCQ is, however, committed to ensuring that all reasonable precautions have been taken to ensure students under the age of 18 in placement are safe. For this reason, the following principles must be applied:

- The employer should not be a Sole Trader

- The employer should be able to provide supervision of an adequate nature to the student on work experience. This would normally mean more than one member of staff was on hand at all times.

- If there is a potential that an individual member of and employer's staff will be working closely with a student under the age of 18 over an extended period of time, the employer should look to mitigate the risk, and if this is not possible, the employer would need to comply with 'regulated activity' DBS requirements and carry out an enhanced DBS check. This will be monitored as part of health and safety vetting and recorded in line with Health and Safety policies and risk assessment.

- Students must be provided with information on expectations of the employer, safeguarding contacts and safe working practices (including personal safety) prior to a work placement. This information will include who to report concerns to and what to do in the event of a safeguarding incident

- Employers must be provided with information on expectations of the student, safeguarding contacts and safe working practices (including personal safety for work placement students). This information will include who to report concerns to and what to do in the event of a safeguarding incident.

3.2.5 Pandemic and Infection Safety Advice (HS-001/Appendix I): practical guidance for staff and students attending UCQ premises to minimize the risk of exposure to infections, including Covid, following this guidance will minimize the risks of infection and cross-contamination, allowing UCQ to undertake training safely.

4. Training and communication

4.1 All staff will receive annual safeguarding training. Staff and students are invited to review the wealth of resources available on UCQ's safeguarding, Prevent and wellbeing page, available at https://ucq.ac.uk/safeguarding-and-prevent/

4.2 Ongoing support will be provided by the Safeguarding Team. This appendix will be made available on the UCQ website for all staff and stakeholders to access.

5. Review and revision

5.1 This appendix to the Safeguarding Policy will be reviewed annually, or earlier as required to ensure best practice.

6. Document history

ISSUE NO.	DATE	PAGE	REVIEWER	DETAIL OF AMENDMENT
07	02/02/2024	3, 4, 5	Tara Henderson	Periodic review conducted. Web links checked to ensure currency. Appendix revised to fit recommended document template as specified in quality procedure QP02. Sections 2, 4, 5, 6 added. Paragraph numbers updated accordingly.
08	31/01/2025	All	Michelle Elliott	Periodic review conducted. Web links checked to ensure currency.
09	30/01/2026	All	Michelle Elliott	Periodic review conducted. Web links checked to ensure accuracy.