Loss Prevention Standards

Tips for Allowing Children into the Workplace when Schools are Shut

Introduction



Aviva recognises that these are challenging times and businesses will be doing everything they can to keep their staff in employment, provide the services required and keep their doors open. As the majority of children are not in school at the moment, many organisations are having to look at providing additional facilities for children to enable their staff to carry on working. This includes allowing children into the workplace.

Risk Assessment

You should be undertaking assessments of the potential risks before implementing this change, and all risk assessments should be recorded. When considering allowing children into the workplace have you considered:

- What type of workplace you have?
- Is it a suitable environment for children?
- Are there areas where it is not safe for children to enter?
- Is there a safe place for children to play?

Children should not be allowed in any production areas or near moving plant, equipment or machinery. All children should remain in office areas or other low-risk environments.

Who is supervising the children?

If it is not their parents, then normally any person supervising children will have to complete a Disclosure and Barring Services (DBS) check before carrying out any supervision. This is unlikely to be practicable but key things to consider (for the protection of both children and supervisors) are the selection of people to supervise and not allowing 1:1 supervision.

How many children will you allow onto your premises at any one time and what ages are they?

Once the maximum number of children has been agreed, consideration needs to be given to how many staff will be supervising. We would recommend you follow the Care Inspectorate guidelines on the ratio of carers to children.

What hours will you allow children on site?

If you work a shift system you may only wish children to be on site in the daytime.

Have arrangements been put in to place in case of an emergency?

Make sure everyone knows what to do if a child is unwell, has an accident or the fire/emergency alarm activates.

Do you have any vulnerable staff you need to protect and are you following current Government guidance on COVID-19?

The most up to date information can be found on GOV.UK.

In Summary

You must carry out a risk assessment, identify all significant hazards and put suitable control measure in to place to keep children safe. You should keep a copy of the assessment for future reference, communicate the findings of the risk assessment to the relevant staff and review this document if anything changes.

Checklist

A generic Children in the Workplace Checklist is presented in Appendix 1 which can be tailored to your own organisation.

Further risk management information including advice on COVID-19 can be obtained from Aviva Risk Management Solutions

Please Note
This document contains general information and guidance and is not and should not be relied on as specific advice. The document may not cover every risk, exposure or hazard that may arise and Aviva recommend that you obtain specific advice relevant to the circumstances. AVIVA accepts no responsibility or liability towards any person who may rely upon this document.

Appendix 1 –Children in the Workplace Checklist

Location	
Date	
Completed by (name and signature)	

	Children in the Workplace Checklist	Y/N	Comments
1.	Have you carried out a risk assessment?		
2.	Does the risk assessment consider the maximum number of children on site at any one time and their ages?		
3.	Are control measures in place to make sure children remain in a low risk environment, e.g. offices?		
4.	Have you considered what hours children are allowed on site?		
5.	Are you following published guidelines regarding the supervision ratio of carers, and if practicable have all carers been DBS checked?		
6.	Are procedures in place to deal with an emergency?		
7.	Have you considered vulnerable staff and visitors?		
8.	Are you following Government guidelines to help prevent the spread of COVID-19?		
9.	Have you communicated the findings of the risk assessment to all relevant staff?		
10.	Have you kept a copy of the risk assessment for future reference?		
11.	Have you got procedures in place to review this risk assessment if anything changes?		
12.	Additional comments:		

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