

15. SCHOOL CHILDREN ON EDUCATIONAL VISITS

15.1 Visits to laboratories or workshops

It is University policy that visits to the laboratories or workshops are pre-announced to the Departments concerned and the necessary arrangements made. During visits inside the mentioned premises, it is important that the number of students present in the laboratory at any one time does not exceed ten (10). Undergraduate students at work in the laboratories or workshops are not to be disturbed. Visits are to be carried out in the presence of responsible staff delegated by the University; a laboratory or workshop may not be visited if there exists reasonable risks to school children on the visit.

15.2 Emergency evacuation

It is of utmost importance that the persons responsible for the school children have available a list of names of students they are supervising in order that, in an emergency evacuation, checks on the names of the evacuees can be carried out. University staff will guide the school children and staff to the nearest emergency exit.

15.3 Emergency equipment and signage

During the visit the supervisors are to make sure that no tampering is carried out with fire fighting equipment or emergency signage installed in buildings.

15.4 First Aid

Although First Aid equipment is available at the University, it is important that at least one (1) of the supervisors is trained in administering First Aid.

15.5 School children with particular health conditions

It is important that supervisors are fully informed about any school children who may have chronic health conditions which can be worsened if they visit certain laboratories or workshops due to sensitization, by low levels of contaminants in air or in some other way.

15.6 Further provisions

While it is a commitment of the University of Malta to provide a safe place for students during visits to University premises, it is the Head of School or organizing body that is responsible to:

- I. Send an adequate number of supervisors to accompany the students
i.e. one (1) supervisor for every fifteen (15) students;
- II. Ensure that supervisors do not allow students to wander unattended and
- III. To ensure that groups of visiting students abide by the directions and information given to them by University Staff responsible to guide the visit.

NB.

By the term Supervisors we mean accompanying responsible person/s sent with the group of children to visit the university.

1. In a laboratory chemicals substance are regularly used under controlled conditions to minimise the hazards to health and safety of all staff and students. In the policy we made it clear that the number of students cannot be more than 10 at one time and under supervision.
2. All the staff in labs are trained on first aid and emergency evacuation as this is a continuous process, but we made it clear in our policy that at least one of the accompanying supervisors have to be a First Aider.(15.4)
3. It is the duty of the school to inform the University about any chronic conditions that any of the students may have and that the visit is pre-announced so it can be determined if on that particular day the visit can be carried out. If the case may be that the type of practical carried out is too risky to have untrained persons in the lab, the date of the visit will be changed.

Monday, 07 April 2008