MANAGEMENT OF HEALTH AND SAFETY FOR YOUNG PERSONS AND WORK EXPERIENCE

Management of Health and Safety for Young Persons and Work Experience

This is a controlled document. It should not be altered in any way without the express permission of the author or their representative. On receipt of a new version, please destroy all previous versions

Date of Issue:	March 2015	**Next Review Date:**	April 2018
Version:	1.0	**Last Review Date:**	
Author:	Health and safety Manager		
Directorate:	Estates and Facilities Management		
Approval Route: Health and Safety Committee			
Approved By:		**Date Approved:**	
Health and Safety Committee		02 April 2015	
Links or overlaps with other procedures/policies:			
Health and Safety Policy			

Amendment History

Issue	Status	Date	Reason for Change	Authorised

Please note:

If you require a copy of this procedure in an alternative format (for example Large Print, Easy Read) or would like any assistance in relation to the content of this policy, please contact the Human Resources (HR) team on 01803 656680.

1.0 Purpose and Application

This procedure defines the management requirements to ensure the safety of all young persons at work. Young workers pose particular risks as they may lack awareness of existing or potential hazards, due to immaturity and inexperience.

This has been written to help ensure the health and safety of young people at work.

Under Health and Safety Law, work experience students are Trusts employees and should be treated no differently than other young people the Trusts employ.

2.0 Responsibilities

The Trusts Health and Safety Policy sets out the responsibilities for Chief Executives, Directors, Managers, Employees and working groups for all health and safety policies, procedures and working guidelines, and have the same relevance to this procedure.

When you offer employment or a work experience placement in your department, you hold the same responsibilities for their health, safety and welfare as for all your employees. As an employer, you will already have to complete workplace risk assessments that identify what has the potential to cause harm in the workplace, and whether you have taken suitable and sufficient precautions to prevent harm.

2.1 Trusts Boards

The ultimate responsibility for health and safety is vested in the Boards; executive responsibility is delegated to the Director Estates and Commercial Development as the nominated Director with responsibility for health and safety. Compliance with this procedure will be achieved by:

- Identification and assessment of risk
- Ensuring that adequate and appropriate resources and support are provided across the Trusts to achieve risk elimination and reduction as far as is reasonably practicable
- Implementation of suitable and effective control measures

2.2 Managers

Managers must ensure that this procedure is adopted in all areas under their control and that they familiarise themselves with working practices that involve young persons and have the responsibility to ensure:

- Any risks identified are reduced to the lowest possible level

- Risk Assessments have been completed for the general workplace and any tasks with identified risks, and these assessments are documented and stored in the department in a central location for all staff to access

- Where appropriate significant risks are logged onto the departmental risk register, if necessary

- Control measures and safe systems of work are followed by all staff

- That action is taken if control measures and safe systems of work are not being followed

- The Trust Incident Reporting Procedure is followed in the event of an incident involving a young person at work (including near misses)

- Need to take into account that young persons are likely to be inexperienced, unaware of health and safety risks and physically or mentally immature

- All employees (including young persons) receive suitable and sufficient information, instruction, training, supervision for completing tasks, and the risks to health and the precautions that must be taken. This information must be provided to any new employee during their induction

- All employees receive a local introduction to first-aid, fire and evacuation procedures

2.3 Employees

As employees, young people have a duty under the Health and Safety at Work etc. Act 1974 to take care of their own health and safety and that of others who may be affected by their actions. This includes co-operating with the employer/manager by listening carefully, following instructions, using any safety equipment that is provided and taking part in relevant training.

Specifically employees must ensure that

- They follow control measures and safe systems of work identified on workplace risk assessments

- They report any hazards and risks to their manager, or nominated supervisor

- They attend training as required by the assessments, and attend health and safety training as required by health and safety legislation and Trust policies

3.0 Definitions

As defined by health and safety law a:

- **Young person** is anyone under 18 years old
- **Child** is anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils will reach the MSLA in the school year in which they turn 16.

4.0 Procedures

Where risks currently exist in the workplace control measures should already be in place under the Trusts arrangements for assessing and managing these risks.

Before a young worker starts work/work experience a manager must ensure that:

- The risks to young workers are assessed and they are reduced to the lowest practicable level
- No person is to be "employed" under the MSLA, except where this is organised as part of an authorised work experience programme with the Childs school
- Where a pupil is offered work experience placement, details of the key findings of the risks to which the pupil may be exposed, and the steps taken to control them are issued to the pupil's school, and each pupil's parents before they take up the placement
- The Manager must give a copy of the risk assessment to the Young person and ensure they understand its contents

If a significant risk remains, in spite of your best efforts to manage the risk as far as is reasonably practicable, you must not allow this young person to start work.

4.1 Assessing the Risk

Managers need to try and look at the workplace from a young person's viewpoint. In particular you should consider:

- What dangers will they recognise?
- Their lack of experience
- They may not be fully grown – will this make any area of the workplace awkward or equipment too big/unsuitable?
- Will they use equipment appropriately and understand the dangers involved?

Management of Health and Safety for Young Persons and Work Experience

When assessing risks for young persons in the workplace, in particular you should look at:

- The extent of the health and safety training needed
- How the workplace is fitted and laid out (and the particular site/desk where they will work)
- What type of work equipment will be used and how they will handled it
- How the work and processes are organised
- The need to assess and provide appropriate training
- The nature of any physical, biological, and chemical agents they may be exposed to, for how long and to what extent
- The risks from certain work hazards

Your risk assessment may highlight certain risks which young people cannot be exposed to under health and safety law. Young persons must **not** be allowed to do work which:

- Is beyond their physical or psychological capacity
- Exposes them to substances which are toxic or cause cancer
- Exposes them to radiation
- Involves extreme heat, noise or vibration

Young persons who are over the MSLA can do this work under very special circumstances, which are:

- The work is necessary for their training
- The work is properly supervised by a competent person
- The risks are reduced to the lowest possible level, as far as is reasonably practicable

The follow table gives an example of the risks, if applicable, and control measures that may be adopted

Hazard	Control Measures
Fire	Induction briefing & constant supervision
Manual Handling	Will not be permitted to handle excessive weight or perform highly repetitive operations
Chemicals	Will not be permitted to handle hazardous chemicals without training by a competent person and a documented safe system of work
Machinery	Will not be permitted to operate dangerous machinery without having undertaken an approved training course
Noise	Must not be exposed to excessive noise
General workplace hazards	Induction briefing & constant supervision
Vibration	Must not be exposed to vibration
Extreme heat or cold	Must not be exposed to extreme temperatures
Radiation	Must not work in controlled areas without a documented safety system of work and approval of the Radiation Protection Advisor
Display screen work	Will not be permitted to work at screen for more than 1 hour without work break.

4.2 Training and Supervision

Young people need training to start a job or work experience. They need to be trained to complete the work without placing themselves or others at risk. It is important that managers/supervisors check that they have understood the training and monitor their work at regular intervals to ensure they are following their instruction and safe systems of work.

Young people will be facing unfamiliar risks from the work they are completing and from the unfamiliar surroundings, and are therefore likely to need more supervision than adults. Good supervision will ensure managers are aware of their progress in the job, and can monitor the effectiveness of the training provided and review if necessary to make any improvements.

A proportionate approach is needed, for example, where a student is on a short-term work experience placement, induction and training needs should be tailored to the tasks they will be completing.

Managers must ensure;

- That there is a named person in the workplace who will be responsible for young persons and any work experience students

- How will work experience students be supervised and given their health and safety induction and training

- They draw up a clear plan for the work experience (to include instructions for the young person to follow in the event of supervisor being called away)

- They provide any necessary personal protective equipment (PPE)

- They make appropriate arrangements for young persons with special needs, for example those who have particular disabilities or learning difficulties (you should be advised of this by the work experience organiser prior to the start of the placement)

4.3 Working Hours

Young people and children have different employment rights from adult workers and are subject to protections in relation to the hours they can work. Managers must ensure they are aware of the agreed hours of work, if necessary, seeking support from the Human Resources department.

5.0 References

The Health and Safety at Work etc. Act 1974

The Management of Health and Safety at Work Regulations 1999

The Right Start – Work Experience for Young People INDG364 (Health and Safety Executive)