

This guidance is to be used when employing a young person or accepting a work experience placement.

Definitions

- A young person is defined as someone who has not yet attained the age of 18.
- A child is defined as someone who is not yet over the minimum school-leaving age.
- The legislation applies to the employment of all young people, regardless of the number of hours worked or the duration of the period of work and include a child or young person on an approved work experience scheme.

Risk Assessment – What do I need to consider?

Managers must arrange a risk assessment specifically relating to the employment of a young person before employing them or before a work placement starts.

The risk assessment should give particular consideration to:

- The immaturity and/or inexperience of the young person and any consequential lack of awareness of risks.
- The health and safety training to be given to the young person.
- The extent of exposure to any chemical, biological or other hazardous substances.
- The nature and layout of the young person's normal work area.
- The types of equipment, methods of use and general work activities to be undertaken by the young person.
- The supervision required of the young worker.
- Managers should use the company's Risk Assessment - Young Persons and Work Experience Risk Assessment.

Elimination or management of risk

Generally, young people must not be exposed to risks that may arise because of their lack of maturity.

There are some areas of work that may be beyond a young person's mental and emotional coping ability, such as dealing with violent and aggressive behaviour and decision making in stressful situations.

Specifically, young persons should not be expected to do any of the following:

- Work beyond their physical capabilities.
- Work beyond their psychological capabilities.
- Perform work, which involves handling or coming into contact with radiation of any description.
- Perform work, which involves risk to health from noise, vibration or extreme heat or cold.
- Perform work, which involves potentially harmful exposure to any hazardous substances, which can chronically affect health

However, young people who are over the minimum school leaving age 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; and
- The risks are reduced to the lowest level, so far, as is reasonably practicable
- Children below the minimum school leaving age must never do work involving these risks whether they are employed or under training such as work experience.

Having carried out a risk assessment, managers will analyse the results to determine whether they should restrict the work of young people. The principals of risk reduction are the same for young people as for any group of people, with the additional considerations necessary to allow for the lack of experience and maturity and possibly lack of awareness of risks. Any restrictions on work must be identified in the Young Persons and Work Experience Risk Assessment.

Information, instruction and training

- If a young person is being employed then they must fully complete the Induction for their role in accordance with the Company Induction Policy.
- If the young person is on a work experience scheme, then they must receive training in accordance with the emergency procedures and also for any work activity that they will be undertaking.
- The Induction being covered will be identified in the young persons risk assessment – Young Persons and Work Experience Risk Assessment.

Supervision

The supervision arrangements for young people must be carefully considered. In certain instances young people may be easily led by a less conscientious member of staff and the manager will make sure that employees called upon to supervise the work of a young person will have an empathy with young people in general and will be conscientious, experienced employees, well versed in health and safety matters, and familiar with day to day activities and work practices.

Review

The manager must make sure that the young persons' risk assessment is reviewed on a regular basis and at a minimum of every three months up to their 18th birthday.