Young People at Work Procedure

Health & Safety Department
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1.0 INTRODUCTION

The Southern Health and Social Care Trust (hereafter referred to as the “Trust”) recognises that there are particular health and safety risks that may follow as a consequence of the employment of young people and will take all measures necessary to minimise those risks as so far as reasonably practicable.

The Trust is committed to ensuring the health, safety and welfare of all its employees and in particular young people who are made more vulnerable by their relative lack of experience, absence of awareness of existing or potential risks or the fact that they have not yet fully matured.

These procedural arrangements are intended to enable the Trust to meet the requirements of the Health and Safety at Work (Northern Ireland) Order 1978, the Health and Safety (Young Persons) Regulations (Northern Ireland) 1997 and the Management of Health and Safety at Work Regulations (Northern Ireland) 2000.

2.0 SCOPE OF PROCEDURAL ARRANGEMENTS

These Procedural Arrangements apply to all areas within the Trust and to all employees under the age of 18 including full-time employees, part-time and temporary employees, students/trainees on work placement/experience and volunteers (who under health and safety law are regarded as employees and have the same health and safety protection which is given to existing employees).

3.0 DEFINITIONS

Child (under 16 years of age) – a person who has not yet reached the minimum school leaving age (MSLA) 16 years.

Young person (16 – 18 years of age) – a person who has not reached the age of 18 years.

Guardian – any person who has for the time, charge of or control over the child or young person.

4.0 RESPONSIBILITIES

4.1 Director of Human Resources and Organisational Development

The Chief Executive has appointed the Director of Human Resources and Organisational Development as the identified Lead person for Health and Safety within the Trust. This includes responsibility for ensuring that the requirements for health and safety legislation are applied and that the Young People at Work Procedure is observed and brought to the attention of management. This function will be carried out by the Head of Health & Safety.
4.2 Directors

It is the responsibility of Directors to:

• Disseminate this procedure within their area of responsibility.

• Ensure the implementation of the procedure within their area of responsibility by providing support and advice to their Managers.

4.3 Managers

Managers are responsible for:

• Appointing a nominated Risk Assessor(s) for your area of responsibility. \(\text{(This can be the Manager or a competent person with authority designated by the Manager).}\)

• Ensuring that a Young People at Work Assessment is undertaken **before** a young person starts employment/work placement.

• Ensuring that young people are prohibited from work where significant risks to their health and safety have been identified (see Section 5.0).

• Ensuring that young people as with other employees and all those affected are informed of the risks associated with the work undertaken and the control measures to be used to reduce any risk to the young person to the lowest possible level.

• Informing the parents/guardians of young people under MSLA (i.e., under the age of 16) of the key findings of the Young People at Work Assessment and any control measures taken **before** the young person starts employment/work placement.

• Ensuring that any remedial action or control measures highlighted through a Young People at Work Assessment are carried out and monitored. Managers should utilise the Trust Risk Management Strategy when this cannot be achieved.

• Adapting and developing written safe systems of work specific to the young person in conjunction with staff.

• Ensuring the Young People at Work Assessment, safe systems of work and emergency arrangements are reviewed as required. When a new risk assessment is completed it is important that the old assessment must not be thrown away.\(^3\)

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1. This may include staff, other services/agencies.
2. Additional protection may still be required for as long as the individual needs it, this may go on into their early twenties. Appropriate controls will be entirely dependant upon the individual and the rate at which they mature as such risk assessments must be the subject of regular and continuous review.
3. Good record keeping is important as health conditions can take many years to develop. When a new assessment is completed it is important that the old assessment must not be thrown away. As many health issues can take many years to develop it is recommended that records are kept in line with the Records Retention Schedule.
• Consulting with young people and their representatives (i.e., parent(s), guardian(s), schools etc) on health and safety issues, including the arrangements you have made.

• Ensuring young people are provided with suitable and sufficient information, instruction, and training including procedures, safe systems of work, emergency response arrangements and use of any equipment.

• Ensuring that appropriate supervision arrangements are put in place taking into account the nature of the work and to the associated hazard and risk.

• Ensuring adverse incidents and concerns relating to the effectiveness of the working arrangements are reported and acted upon in accordance with the Adverse Incident Policy

• Ensuring that when a young person reports any health related problems they seek medical advice and/or attend Occupational Health for specialist advice.

• Ensuring that a training record, a detailed record of arrangements for supervision together with any other relevant documentation relating to the young person is kept.

4.4 Risk Assessors

Risk Assessor(s) are responsible for:

• Familiarising yourself with the Young People at Work Procedure together with other relevant policies and procedures.

• Carrying out Young People at Work Assessments for all young people before a young person starts employment/work placement, recommend remedial actions or control measures for action by the Manager and make a clear record of the risk assessment.

• Providing support to Managers and staff in relation to the health and safety of young people.

• Carrying out risk assessment reviews as necessary.

4.5 Employees

As an employee you must:

• Ensure you are familiar with the hazards in your department and the risks associated with these.

• Co-operate and comply with the Young People at Work Procedure and make yourself aware of, and follow, local arrangements, safe systems of work and control methods provided to minimise risks to health and safety.

• Attend appropriate training as required.
• Promptly report all adverse incidents in accordance with the Adverse Incident Policy.

5.0 PROHIBITED WORK ACTIVITIES

Children below the MSLA (i.e. under the age of 16) are prohibited from work which:

• Is beyond their physical or psychological capacity.
• Involves harmful exposure to agents which are toxic, carcinogenic, cause heritable generic damage or harm to the unborn child, or which in any other way chronically affect human health.
• Involves harmful exposure to radiation.
• Involves a risk of accidents which it may reasonably be assumed cannot be recognised or avoided owing to their insufficient attention to safety or lack of experience or training.
• Presents a risk to health from extreme temperatures (hot or cold), noise or vibration.

Young people who are over the MSLA (i.e. over the age of 16) can do this work under very special circumstances, which are:

(a) The work is necessary for their training.
(b) The work is properly supervised by a competent person.
(c) The risks are reduced to the lowest level, so far as is reasonably practicable.

6.0 RISK ASSESSMENT

Under health and safety law, you must assess the risks to young people under 18 years old, before they start work/work experience and tell them what the risks are.

NB: Children below the MSLA (i.e. under the age of 16) are prohibited from certain work activities (see Section 5.0 above).

There is a legal requirement to let the parents/guardians of young people under MSLA (i.e. under the age of 16) know the key findings of the risk assessment and any control measures taken before that person takes up employment/work placement. This information should be provided in writing.

Young People at Work Assessments must take account of:

(a) The inexperience, lack of awareness or risks and immaturity of the young person.
(b) The fitting-out and layout of the workplace and workstation.
(c) The nature, degree and duration of exposure of physical, biological and chemical agents.
(d) The form, range and use of work equipment and the way in which it is handled.
(e) The organisation of processes and activities.
(f) The extent of the health and safety training provided, or to be provided, to the young person.
(g) Risks from agents, processes and work listed in the Annex to Council Directive 94/33/EC on the protection of Young People at Work (see Appendix 1).
(h) Any other risks relating to the specific area of work i.e., lone working, violence and aggression.

The Young People at Work Assessment form (see Appendix 2) should be used to carry out the risk assessment for each individual young person. This will ensure that all the necessary aspects have been considered.

Having carried out the Young People at Work Assessment the Manager should ensure that where are any restrictions on the work of the young person have been identified, together with any necessary changes to the workplace, they are timely and appropriately actioned, communicated and documented.

7.0 RISK ASSESSMENT REVIEW

The Risk Assessment should be a ‘living’ document, and should be reviewed periodically and in particular when circumstances change. Prompts for review include:

- A reason to suspect the Assessment is no longer valid.
- There has been a significant change to the work activity.
- Any changes in individual capacity highlighting an increased risk e.g. pregnancy, a new medical condition such as asthma or an individual returning to work after an injury or long illness.

The Assessment should state when the next review is planned and reviews should occur every 3 years, as a minimum.

8.0 TRAINING AND SUPERVISION

Young people need information, instruction and training most when they start a job or work experience and should be given a local induction on the first day of their placement. They need to be trained to do the work without putting themselves or other people at risk and know what action to take in case of an emergency.

It must be remembered that what might be considered a trivial risk to an experienced, mature employee familiar with his/her own workplace, may well become a significant risk to a young, inexperienced person on a work experience placement during the first few days of a completely different daily environment.

It is a Manager’s responsibility to ensure that appropriate, timely and effective information, instruction and training is given. Managers should check that the young person has understood training which covers, for example:

- The hazards and risks in the workplace.
- The control measures put in place to protect their health and safety.
- A basic introduction to health and safety, for example, first aid, fire and evacuation procedures.

See Appendix 3 for further information on Specific Training Requirements.
The Manager must ensure that a training record, a detailed record of arrangements for supervision together with any other relevant documentation relating to the young person is kept.

Young people working in the Trust will face unfamiliar risks from the job they will be doing and from their surroundings. The Manager must ensure that appropriate supervision is put in place taking into account the nature of the work. This may not necessarily be the Manager but whoever is delegated must have a thorough understanding of their responsibilities and duties for the work/work placement.

Young persons must be told only to work within the bounds of their (limited) experience and instructions they have received. They must also be told what to do and who to tell if they come across a situation they suspect may be a danger to themselves or others.

Good supervision will also help Managers get a clear idea of the young person’s progress in the job and help to monitor the effectiveness of their training.

9.0 SUPPORT AND FURTHER ADVICE

Further information and advice with regard to Young People at Work and Young People at Work Assessment is available from the Health & Safety Department.

These Procedural Arrangements should also be read in conjunction with other relevant Trust Policies and Procedures, for example,

- Health and Safety at Work Policy
- Manual Handling Policy and Procedures
- COSHH Procedure
- Zero Tolerance on Abuse of Staff Policy and Procedure
- Management of Adverse Incidents Policy
- Risk Management Strategy
- Working Time Directive

10.0 EQUALITY AND HUMAN RIGHTS

The Trust’s equality and human rights statutory obligations have been considered during the development of these Procedural Arrangements.

11.0 REVIEW OF THE PROCEDURE

The Head of Health and Safety will review these Procedural Arrangements within 2 years or earlier in the light of any changes in statutory legislation and/or operational experience that prevents these procedural arrangements being implemented as intended.
12.0 ALTERNATIVE FORMATS

This document can be made available on request in alternative formats, e.g. plain English, Braille, DAISY, audiocassette, disk and in other languages to meet the needs of those who are not fluent in English.

13.0 COPYRIGHT

The supply of information under the Freedom of Information does not give the recipient or organisation that receives it the automatic right to re-use it in anyway that would infringe copyright. This includes, for example, making multiple copies, publishing and issuing copies to the public. Permission to re-use the information must be obtained in advance from the Trust.
RISKS FROM AGENTS, PROCESSES AND WORK

1. Ionising radiation
2. Work in high pressure atmospheres
3. Biological agents belonging to category groups 3 and 4
4. Chemical agents which are classified as:
   i. Toxic, very toxic, corrosive or explosive
   ii. Harmful with one or more of the following risk phrases:
       ▪ R39 - danger of very serious irreversible effects
       ▪ R40 - possible risk of irreversible effects
       ▪ R42 - may cause sensitisation by inhalation
       ▪ R43 - may cause sensitisation by skin contact
       ▪ R45 - may cause cancer
       ▪ R46 - may cause heritable genetic damage
       ▪ R48 - danger of serious damage to health by prolonged exposure
       ▪ R60 - may impair fertility
       ▪ R61 - may cause harm to the unborn child
   iii. Irritant with one or more of the following risk phrases:
       ▪ R12 – extremely flammable
       ▪ R42 - may cause sensitisation by inhalation
       ▪ R43 - may cause sensitisation by skin contact
       ▪ Carcinogens (and certain related work processes)
5. Lead and lead compounds.
6. Asbestos.
7. Manufacture and handling of fireworks and other explosive devices.
8. Work involving fierce or poisonous animals.
9. Industrial animal slaughter.
10. The handling of equipment for the production, storage and use of compressed, liquefied or dissolved gases.
11. Work in vats, tanks, reservoirs or carboys containing any of the chemical agents listed above.
12. Work where there is a risk of collapsing structures.
13. Work involving high voltage electricity.
14. Work where the pace of work is based on machinery and payment is based on results.

## Young People at Work Assessment

**Directorate:**

**Department:**

**Location:**

### Part A – General assessment of activities

<table>
<thead>
<tr>
<th>What activities will the young person be carrying out?</th>
<th>Have these activities been risk assessed?</th>
<th>Are all control measures in place?</th>
</tr>
</thead>
</table>

| (List tasks below, including any machinery and substances used) |

**Do your existing risk assessments consider the following points in relation to young people at work?**

<table>
<thead>
<tr>
<th>Please tick ✓</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>The immaturity of young people</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Their lack of experience, skills and knowledge of potential risks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The fitting-out and layout of the workplace and workstation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The nature, degree and duration of exposure of physical, biological and chemical agents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The form, range and use of work equipment and the way in which it is handled</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The organisation of processes and activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The extent of the health and safety training provided, or to be provided, to the young people</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The risks from agents, processes and work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any other risks relating to the specific area of work i.e., lone working, violence and aggression</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Where the answer to any of the above is **NO**, provide details of any hazards that present additional risks to a young or inexperienced person.

### List any additional control measures required to protect young people at work below

<table>
<thead>
<tr>
<th>To be actioned by whom</th>
<th>Date actioned</th>
</tr>
</thead>
</table>

**Assessor(s) name:**

**Assessor(s) signature:**

**Date:**

The Manager should sign below to show that the assessment is a correct and reasonable reflection of the hazards and of the control measures and actions required.

**Manager’s name:**

**Manager’s signature:**

**Date:**
**Part B – Specific assessment of individual young person**

<table>
<thead>
<tr>
<th>Name of young person:</th>
<th>Age:</th>
<th>Address and phone number:</th>
<th>Name(s) and phone number of parent/guardian:</th>
</tr>
</thead>
</table>

**Is the young person:**
- [ ] An employee
- [ ] Employee on training
- [ ] On work placement/experience
- [ ] Volunteer

Name of placement organiser: *(Including individual contact name)*

Phone number:

**Is the young person below Minimum School Leaving Age (16 years)?**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

If YES, ensure that the parent(s)/guardian(s) been consulted and informed on the key findings of the assessment **BEFORE the young person starts work/work placement**

**Does the young person have any medical conditions, allergies or disabilities?** *(List below)*

**Does the young person’s work involve risks from any of the following prohibited areas?**

<table>
<thead>
<tr>
<th>Risk Area</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is beyond their physical or psychological capacity</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Involves harmful exposure to any hazardous substances</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Involves harmful exposure to radiation</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Involves a risk or potential risk which might not be apparent to a young person</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Presents a risk to health from extreme temperatures (hot or cold), noise or vibration</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Where the answer to any of the above is YES, provide details of additional control measures required below

**List any additional control measures required to protect young people at work below** *(Including any further activities that this young person will **NOT** be permitted to carry out)*

<table>
<thead>
<tr>
<th>Control Measures</th>
<th>To be actioned by whom</th>
<th>Date actioned</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name(s) and job title(s) of individual(s) who will be supervising young person *(A copy of this form must be provided to the person supervising)*

Name and position of the individual who will be in overall control of the young person:

**The young person should sign below to confirm that they have received a copy of this assessment; that they will not undertake any prohibited work activities; and that they understand the existing risk assessments and any further risks identified together with any controls that need to be applied.**

<table>
<thead>
<tr>
<th>Young Person’s name:</th>
<th>Young Person’s signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

**The parent(s)/guardian(s) should sign below to confirm that they have been consulted and informed about health and safety arrangements and have received a copy of this assessment.**

<table>
<thead>
<tr>
<th>Parent(s)/Guardian(s) name:</th>
<th>Parent(s)/Guardian(s) signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

**Assessor(s) name:**

<table>
<thead>
<tr>
<th>Assessor(s) signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

**The Manager should sign below to show that the assessment is a correct and reasonable reflection fo the hazards and of the control measures and actions required.**

<table>
<thead>
<tr>
<th>Manager’s name:</th>
<th>Manager’s signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>
APPENDIX 3

SPECIFIC TRAINING REQUIREMENTS

Young persons **must** be given appropriate training when they commence employment/work placement and throughout this period.

Topics that need to be covered in addition to the Corporate Induction programme and mandatory training plan will include:

- Basic safety issues including results of specific risk assessments which should be adequately presented and understood by the young person.
- Local health and safety policy and/or procedures and any local rules.
- Key safety people in the department including details and function of the Occupational Health Department.
- Hazards of the job and safety precautions.
- Details of any prohibited areas in the department.
- What machinery and equipment may be used and what may not, how to operate the items safely and what to do if something goes wrong.
- Details of hazardous substances used and precautions.
- Personal protective equipment used, why, how worn, how maintained and method for replacement.
- Details of safety equipment used, what is it for, where it is kept and who is responsible for its maintenance and for the training of staff.
- Arrangements and locations for First Aid.
- Adverse incident reporting arrangements.
- Emergency procedures in place: Fire Safety, spillages, leak of harmful materials, etc.
- Rules re: smoking, drugs, alcohol, mobile phones, etc.
- Locations of toilet and washing facilities for personal hygiene.

*This list is not to be considered as an exhaustive list of topics. Managers must draw up their own checklist of additional items that are pertinent to their own workplace.*