# Policy Checklist

<table>
<thead>
<tr>
<th>Name of Policy:</th>
<th>Policy for the Risk Assessment of Young Persons at Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose of Policy:</td>
<td>To ensure the health, safety and welfare of all its employees and ensuring that young people are not exposed to risk due to their lack of experience, being unaware of existing or potential risks and/or lack of maturity.</td>
</tr>
<tr>
<td>Directorate responsible for Policy:</td>
<td>Human Resources and Organisational Development</td>
</tr>
<tr>
<td>Name &amp; Title of Author:</td>
<td>Mrs Ray King, Head of Health &amp; Safety</td>
</tr>
<tr>
<td>Does this meet criteria of a Policy?</td>
<td>Yes/No/Not Applicable</td>
</tr>
<tr>
<td>Trade Union consultation?</td>
<td>Yes/No/Not Applicable</td>
</tr>
<tr>
<td>Equality Screened by:</td>
<td>Ray King /Jennifer Taylor Head of Health &amp; Safety/Senior Health &amp; Safety Manager</td>
</tr>
<tr>
<td>Date Policy submitted to Policy Scrutiny Committee:</td>
<td>16 June 2014</td>
</tr>
<tr>
<td>Members of Policy Scrutiny Committee in Attendance:</td>
<td>Vivienne Toal, Head of Employee Engagement &amp; Relations (Chair), Anne Brennan, Senior Manager, Medical Directorate, Anita Carroll, Assistant Director of Acute Services – Functional Support Services, Claire Graham, Head of Corporate Records, Nigel McClelland, Risk &amp; Governance Manager, Claudine McComiskey Head of Domiciliary Care (for Melanie McClements), Stephen McNally, Director of Finance &amp; Procurement, Fiona Wright, Assistant Director of Nursing Governance</td>
</tr>
<tr>
<td>Policy Approved/Rejected/Amended</td>
<td>Approved</td>
</tr>
<tr>
<td>Policy Implementation Plan included?</td>
<td>N/A</td>
</tr>
<tr>
<td>Any other comments:</td>
<td></td>
</tr>
<tr>
<td>Date presented to SMT</td>
<td></td>
</tr>
<tr>
<td>Director Responsible</td>
<td>Kieran Donaghy</td>
</tr>
<tr>
<td>SMT Approved/Rejected/Amended</td>
<td></td>
</tr>
<tr>
<td>SMT Comments</td>
<td></td>
</tr>
<tr>
<td>Date received by Employee Engagement &amp; Relations for database/Intranet/Internet</td>
<td>26 June 2014</td>
</tr>
<tr>
<td>Date for further review</td>
<td>2 year default</td>
</tr>
</tbody>
</table>
| Title | Title: Policy for the Risk Assessment of Young Persons at Work  
Version: V2  
Reference number/document name: |
|---|---|
| Supersedes | Supersedes: Young People at Work Procedure (March 2010)  
Description of Amendments(s)/Previous Policy or Version:  
The risk assessment section has been expanded to reflect when the  
risk assessment should be undertaken and reviewed. Reference has  
been made to hazards that should already have been considered  
when conducting service delivery, health and safety risk assessments. |
| Originator | Name of Author: Mrs Ray King  
Title: Head of Health & Safety |
| Scrutiny Committee & SMT approval | Referred for approval by: Jennifer Taylor  
Date of Referral:  
Scrutiny Policy Committee Approval (Date): 16 June 2014  
SMT approval (Date) |
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Issued To: As per circulation List (details below) |
| Review | Review Date: 2 years from approval  
Responsibility of (Name): Mrs Ray King  
Title: Head of Health & Safety |

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Directors (memo by Head of Health & safety) for dissemination  
Health & Safety Committee members  
Intranet Policies and Procedures
Policy for Risk Assessment of Young Persons at Work
# Health & Safety Department

February 2014

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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 far as reasonably practicable.

The Trust is committed to ensuring the health, safety and welfare of all its employees and ensuring that young people are not exposed to risk due to their lack of experience, being unaware of existing or potential risks and/or lack of maturity.

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 and the Health & Safety (Training for Employment) Regulations (NI) 1994.

2.0 SCOPE OF PROCEDURAL ARRANGEMENTS

This policy applies to all areas within the Trust and to all employees under the age of 18 (this includes students and trainees on work experience who are afforded the same protection under health and safety law).

3.0 DEFINITIONS

Child – 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.

Young person – anyone under the age of 18.

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 this procedure within their area of responsibility by providing support and advice to their Managers.
4.3 Managers

Managers are responsible for:

- Ensuring that suitable and sufficient risk assessments have been completed for areas within their remit.
- This includes ensuring appropriate risk assessments have been undertaken and recorded in all instances where a young person is employed or is on work experience/placement.
- Ensuring young people are provided with suitable and sufficient information, instruction, supervision and training, including procedures, safe systems of work, emergency response arrangements and use of any equipment.
- 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.
- Taking account that young people are likely to be inexperienced, unaware of health and safety risks and physically or mentally immature; and
- Put in place measures to control the risks which will remove them altogether or reduce them to the lowest possible level.

In addition managers must also:

- Let the parents/guardians of any students and employees below MSLA know the key findings of your risk assessment and the control measures taken before the young people start work/work experience; and
- Take account of the risk assessment in deciding whether the young person should be prohibited from certain work activities.

4.4 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 this 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

The requirement to prohibit young people from certain types of work does not apply to those who are over compulsory school leaving age and are doing work necessary for training, provided the work is carried out under supervision by a competent person and where the risk has been reduced to the lowest level reasonably practicable. This is likely to be the case in many vocational training schemes such as NVQ, government training schemes and apprenticeships.

However, children below the MSLA must never do work involving these risks even if they are on training such as work experience.

The employment of young people is prohibited for work which:

- Is beyond their physical or psychological capacity.
- Involves harmful exposure to toxic or carcinogenic substances.
- Causes genetic damage or harm to the unborn child. Involves harmful exposure to radiation.
- Involves the risk of accidents which it may reasonably be assumed cannot be recognised or avoided by a young person owing to their insufficient attention to safety or lack of experience or training; or
- Where there is a risk to health from:
  - Extreme cold or heat,
  - Noise; or
  - Vibration

6.0 RISK ASSESSMENT

The Trust is obliged to carry out a specific risk assessment for any young persons that they employ, or permit to work on their behalf, for example on work experience. It is essential that the risk assessment is carried out before the young person starts work and that it is updated when there is any major change in working conditions.

The hazards associated with young people in the workplace are mainly the same as those that should already have been considered when conducting service delivery, health and safety risk assessments.

You should always keep a record of the main findings of your risk assessment. It should also take account of any information about the young person’s needs which may be passed on by the work experience organiser, the school or the parents/guardians.

Where a child is on work experience, the risk assessment must be recorded and the findings of the risk assessment, together with any protective/preventative measures to be taken, must be communicated to a person having parental responsibility for the child.

The Young People at Work Assessment form (see Appendix 2) should be used to carry out the risk assessment for each individual child or young person. This will ensure that all the necessary aspects have been considered.
When carrying out the risk assessment, try to look at the workplace from a young person’s point of view – consider what dangers they will recognise and consider if things like work tools are too large and awkward for them if they are not fully grown. Particular attention should be paid to the following:

(a) The layout of the workplace and their specific work area;
(b) The nature, degree and duration of their exposure to physical, biological and chemical agents.
(c) The type of work equipment you want them to use;
(d) The organisation of their work; and.
(e) The level of training and instruction to be given to the young person.

Having carried out the Young People at Work Assessment, the Manager should ensure that where 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 risk 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 risk assessment should state when the next review is planned and reviews should occur annually 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.
APPENDIX 1

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

What activities will the young person be carrying out?  
*(List tasks below, including any machinery and substances used)*

<table>
<thead>
<tr>
<th>Have these activities been risk assessed?</th>
<th>Are all control measures in place?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

[Please tick ✓]

<table>
<thead>
<tr>
<th>Point</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>Yes</td>
<td>No</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>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
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</tr>
</tbody>
</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:
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.*