

Young Persons Policy

1 Introduction

- 1.1 Campbell & Kennedy recognise their duty to protect employees, including young persons, whilst employed or completing work experience placements.

2 Purpose and Scope of this Policy

- 2.1 Young workers and young people completing work experience placements are seen to be individuals at particular risk because of their lack of experience, immaturity or general lack of knowledge or awareness regarding workplace risks to their health and safety. The Health and Safety (Young Persons) Regulations 1997 set out minimum requirements for safeguarding the health and safety of young persons and children at work. This policy implements the requirements of the Health and Safety (Young Persons) Regulations 1997 and applies to young people employed by the organisation or those undertaking student or work experience placements.
- 2.2 This policy also incorporates the requirements of the Management of Health and Safety at Work Regulations 1999 in relation to young persons. The requirements of the Working Time Regulations 1998 which contain provisions specific to young persons' hours of work and rest periods are also incorporated into this policy document.
- 2.3 This policy outlines the process that must be followed within the organization for the employment or work experience placement of young people.

3 Definitions

- 3.1 The definitions are as follows:

- Young Person - A young person as defined in the Health and Safety (Young Persons) Regulations 1997 is any person under the age of 18
- Child - A child is any person who is below the minimum school leaving age i.e. just before or just after their 16th birthday

4 Duties & Responsibilities of Managers

- 4.1 Managers must ensure that a Pre-Employment/Placement Checklist and a Young Person's Risk Assessment form are completed prior to the employment or placement of a young person in work experience.
- 4.2 It is a requirement under the Health and Safety (Young Persons) Regulations 1997 that the contents of a risk assessment relating to the proposed employment/placement of a child (as defined previously) are communicated to the parent or legal guardian of the child. In most cases this can be provided directly to the school/college that will make arrangements for this.
- 4.3 The risk assessment must:
- Identify the procedures and associated hazards/risks that the young person may be potentially exposed to as part of their employment/work experience;
 - Take into account how the young person might be exposed to the risk including the duration and frequency of any exposure;
 - Examine existing control measures and determine whether they are adequate in controlling the risk;
 - Implement further controls in order to reduce the risk to as low as is reasonably practicable.
 - Record the assessment. Most placements will be of short duration but a review should be arranged if any changes occur to affect the original assessment;
 - Consider additional arrangements for young people with special needs

4.4 In order to comply with the Health and Safety (Young Persons) Regulations 1997, the assessment must take particular account of:

- The inexperience, lack of awareness of risks and immaturity of the young person;
- The fitting-out and layout of the workplace and workstation;
- The nature, degree and duration of exposure to physical, biological and chemical agents;
- The form, range and use of work equipment and the way in which it is handled;
- The organisation of process and activities;
- The extent of health and safety training provided or to be provided for young Persons.

4.5 A work placement or employment must NOT commence if the young person would be exposed to work that:

- Involves harmful exposure to agents, which are toxic or carcinogenic, or is beyond their physical or psychological capacity;
- Could damage or harm an unborn child or which in any other way chronically affects human health;
- Involves harmful exposure to radiation;
- Involves the risk of accidents which it may reasonably be assumed cannot be recognised or be avoided by young person's owing to their insufficient;
- attention to safety or lack of experience or training;
- Presents a risk to health from extreme heat or cold, noise or vibration;
- Leaves them unsupervised at night.

4.6 When control measures have been taken against these risks, and if a significant

- risk still remains, no young person can undertake this work unless:
- It is necessary for their training;
- They are supervised by a competent person.

All risks will be reduced to the lowest level reasonably practicable.

5 Hours of duty

5.1 Requirements of the Working Time (Amendment) Regulations 2002 state that a young worker's working time shall not exceed:

- Eight hours a day
- 40 hours a week
- Must have a 30 minute break away from their work if work exceeds 4.5 hours