



Broseley Town Council

EMPLOYMENT OF YOUNG PERSONS (UNDER 18) AND YOUNG VOLUNTEERS POLICY

SUMMARY

Young persons may be at increased risk because of their lack of experience and because of their immaturity. When employing a young person under the age of 18, whether for work, work experience, or as an apprentice, Broseley Town Council has the same duties for their health, safety and welfare as they do for any other employee. When the Town Council employs young people or provides work experience placements to students, risk assessments must identify what could cause harm to these young people and what additional precautions are required to reduce the risks of harm occurring.

Young people are defined by age in health and safety law:

- A 'Young Person' is anyone under 18 years old,
- A '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.

TOWN COUNCIL'S RESPONSIBILITIES

- Ensure the policy is adhered to
- When appropriate, ensure sufficient funds are available to support the employment of young persons and/or work experience placements or apprenticeships.

LINE MANAGER RESPONSIBILITIES

- Assessing the risks prior to appointment and making arrangements to eliminate or control any risks
- Giving the information on the findings of risk assessments and the measures to eliminate or control the risks to a child's parent or guardian if they are below school leaving age
- Nominating an experienced employee to supervise each young person.

THE DUTY TO UNDERTAKE RISK ASSESSMENT

The risks to young people under 18 years old must be assessed before they start work/work experience and the line manager will explain what the risks are.

The risk assessment should take account of:

- Young people's lack of experience and awareness of health and safety risks
- Young people's physical or mental maturity
- The nature and layout of the work area
- The extent of exposure to physical, biological and chemical agents
- The types of work equipment, methods of use and activities undertaken

- The extent of the health and safety training provided

The risk assessment must:

- Identify the measures necessary to eliminate or control the risks
- Have the significant findings recorded
- Be monitored and reviewed: -
 - As the young person's knowledge and experience grows
 - If there are any significant changes to the job role/tasks
 - After an accident or near miss
 - If there is a change to the law/ legislation

RESTRICTIONS ON THE WORK OF YOUNG PEOPLE

Except in the special circumstances described below, young people must not be employed to do work which:

- Is beyond their physical or psychological capacity
- Exposes them to substances chronically harmful to human health, e.g. toxic or carcinogenic, or has effects likely to be passed on genetically or likely to harm an unborn child
- Exposes them to radiation
- Involves a risk of accidents which they are unlikely to recognise because of, for example, their lack of experience or training or sufficient attention to safety
- involves a risk to their health from extreme heat, noise or vibration.

These restrictions will not apply where young people over the MSLA are doing work necessary for their training under proper supervision by a competent person and provided the risks are reduced to the lowest level, so far as is reasonably practicable.

Under no circumstances can children of compulsory school age do work involving these risks, whether they are employed or under training such as work experience.

INFORMATION FOR YOUNG PEOPLE AND FOR THEIR PARENTS/GUARDIANS

All employees, including those less than 18 years of age, must be informed about the risks to their health, safety and welfare identified by the assessment, and the measures put in place to control them. In addition, all must be told about the procedures to be followed in the event of serious and imminent danger.

Before children below the MSLA are employed or offered a work experience placement, their parents or guardians must be informed of the key findings of the risk assessment and the control measures to be taken. This need not be in writing, and in the case of work experience, the work experience organiser may help in getting the information to parents or guardians of any child seeking a placement.

FURTHER INFORMATION

HSE: Young people and work experience Further information is available from the Health and Safety Executive on www.hse.gov.uk.

LEGISLATION

The Health and Safety at Work, etc Act 1974

The Management of Health and Safety at Work Regulations 1999

Review of this Policy

This policy will be reviewed as required but not less than once a year.

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| <i>Date approved:</i> | <i>12 July 2022</i> |
| <i>Written By:</i> | <i>Jenna Munday (Deputy Town Clerk)</i> |
| <i>Minute no:</i> | <i>178/2022 (d)</i> |
| <i>Review date:</i> | <i>July 2023</i> |