



Committee Approver	RAC
Stakeholder Consultation	
Date Approved	
Classification	Policy (sitting as an appendix to H&S Policy)
Title	Young Persons Policy
Revision Date	Oct 2022
Revised by	Director of Business Support Director of Care Head of Care Human Resources Manager H&S Advisor
Next Revision Date	Oct 2025
Related Documents	H&S Policy
Location of Electronic Copy	F:/LIVE POLICIES / Health & Safety

## 1. Policy Statement

Under the Management of Health and Safety at work Regulations 1999, Viewpoint must ensure young people in our employment are not exposed to risk due to lack of experience, lack of maturity or lack of awareness of existing or potential risks.

Generic precautions taken to protect the health and safety of the workforce as a whole will, in many cases, also protect young persons, however, there are occasions when different and/or additional measures will be necessary.

A robust Young Persons Policy and Procedure will demonstrate our commitment to ensuring, as far as reasonably practicable, the safety of any young persons engaged with Viewpoint.

## 2. Purpose

The purpose of this policy and the procedure which supports it, is to allow Viewpoint to comply with current legislation and good practice to protect the Health & Safety of young persons at work. This can be where the young person is directly employed by Viewpoint or where the young person is a volunteer, on work experience or an agency worker.

This policy and procedure will ensure:

- A person classified as a young person or as a child is clearly defined.
- A Risk Assessment is carried out before a young person or a child commences work. Viewpoint will undertake a full risk assessment of the hazards associated with the proposed job functions.
- Any risk assessment will take particular account of the inexperience, lack of awareness, and lack of maturity of the young person/child.

### For young persons on work experience

The organisation will not employ a young person or child on work experience where;

- The work is beyond the individual's physical or psychological capacity;
- The work involves:
  - exposure to Harmful agents which are toxic or carcinogenic, or may chronically affect human health;
  - exposure to radiation;

- The risk of accidents which it might reasonably be assumed cannot be recognised or avoided due to that person's insufficient lack of attention to safety, experience and/or training;
- A risk to health from; extreme heat or cold; Excessive noise; Excessive vibration.

Prior to the commencement of employing a child on work experience, Viewpoint will provide relevant information to the parent/guardian of all hazards, their associated risks, together with the control measures, relevant to the job function.

### **For Young Persons entering employment with Viewpoint**

No young person will carry out any work involving those areas identified under "Work Experience" paragraph above unless:

- The work is necessary for their training;
- The work is properly supervised by a competent person;
- The risks are reduced to the lowest level, so far as reasonably practicable

### **Working Time**

No young workers will work more than eight hours per day and no more than 40 hours per week.

A young worker will be entitled to a rest period of 30 minutes when working more than four and a half hours per day.

No young worker will work between 2200 hours and 0600 hours without an assessment as to the effects to their health and capacities being carried out.

For those children aged between 13 and 16, the local authority should be contacted for guidance on local bye-laws. This may include limiting hours and restricting the type of job function suitable for work experience.

### **3. Legislation/related policies**

Health & Safety at Work etc. Act 1974

Management of Health & Safety at Work Regulations 1999, as amended

Young People at Work Health & Safety Executive (HSE)

<https://www.hse.gov.uk/young-workers/employer/index.htm>

### **4. Scope**

The Policy applies to young persons under the age of 18 and includes employees, volunteers, and those on work experience.

## **5. Roles and Responsibilities**

### **Board**

The role of Viewpoint's Board is to ensure that this policy, as well as any associated policies, are regularly reviewed, as required, or in accordance with the usual cycle of policy review.

The Board will, in fulfilling its function, ensure that it complies as necessary with this policy, and the associated policies, procedures and documentation which support it.

### **Executive and Leadership Teams**

The role of the Executive and Leadership Teams is responsibility for ensuring that this policy, and the associated policies, procedures and documentation which support it, are implemented and operated in respect of all premises under their control.

The Executive and Leadership Teams shall ensure that a risk assessment is carried out whenever a young person commences employment with Viewpoint and resources are available to implement necessary control measures, and suitable arrangements are made for employees to comply with requirements. The Executive and Leadership Teams shall ensure that staff are informed of the requirements of this policy and, the associated policies, procedures and documentation which support it, as well as undertaking any associated training.

The relevant manager will be responsible for completing the risk assessment.

### **Staff**

All staff are responsible for ensuring that they familiarise themselves with this policy, and the associated policies, procedures and documentation which support it, as well as undertaking any associated training.

Any young persons or child is responsible for ensuring they follow any safety arrangements implemented for their protection, including attending training sessions and complying with control measures.

## **6. Monitoring & Evaluation**

To ensure this policy remains current and effective it will be reviewed every 3 years or where a need is identified by monitoring methods, for example through audits, inspections or risk assessment reviews.