



YOUNG PERSONS AT WORK POLICY

POLICY IMPLEMENTATION CHECKLIST	
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Approved by Director:	15 MAY 2023
Effective From:	24 MAY 2023
Date of Next Review:	MAY 2028
Diversity compliant:	YES
Equality Impact Assessment:	MEDIUM
Data Protection compliant:	YES
Health & Safety compliant:	YES
Procedure implemented:	YES
SDM system changes made:	N/A
Training Completed:	
Posted on Sharepoint:	
Posted on website:	

urpose

- 1) To ensure Forgewood Housing Co-operative complies with current legislation and good practice to protect the Health & Safety of young persons at work.

References

- 1) Health & Safety at Work etc. Act 1974
- 2) Management of Health & Safety at Work Regulations 1999, as amended
- 3) INDG364 – Work experience for young persons

Key Legal Requirements

See summary at [Section 8](#) - see EVH website - www.evh.org.uk

Definitions

- 1) “*Young Person*” means any person who has not attained the age of 18
- 2) “*Child*” means a person 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.

Risk Assessment

- 1) Before a young person or a child commences work, Forgewood Housing Co-operative will undertake a full risk assessment of the hazards associated with the proposed job functions.
- 2) Any risk assessment will take particular account of the inexperience, lack of awareness, and lack of maturity of the young person/child.

Work Experience

- 1) Forgewood Housing Co-operative will not employ a young person or child on work experience where;

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

- 1.4 Involve 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;

- 1.5 Where there is a risk to health from;
 - Extreme heat or cold;
 - Excessive noise;
 - Excessive vibration.

- 2) Prior to the commencement of employing a child, Forgewood Housing Co-operative will provide relevant information to the parent/guardian of all hazards, their associated risks, together with the control measures, relevant to the job function.

Employing Young Persons

- 1) No young person will carry out any work involving those areas identified under "Work Experience" paragraph one 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

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

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

- 3) 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.

- 4) 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.