



TOLLCROSS
housing association

Young Person's Policy

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Policy Created	//
Date of Last Review	28 th January 2019
Date of Current Review	31 st January 2022
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Reviewed By	Management Committee

CORPORATE FIT	
Internal Management Plan	✓
Risk Register	✓
Business Plan	NA
Regulatory Standards	NA
Equalities Strategy	✓
Legislation	✓

On request, the Association will provide translations of all our documents, policies and procedures in various languages and other formats such as computer disc, tape, large print, Braille etc. and these can be obtained by contacting the Association's offices.

1. Introduction

Tollcross Housing Association (the Association) is aware of the additional risks that may follow as a consequence of the employment of young persons and will take all measures necessary to minimise those risks so far as reasonably practicable.

The Association will assess and document the additional risks and measures provided to ensure the health and safety of young persons. The Association is aware of the statutory restrictions imposed upon work undertaken by young persons and will comply with these restrictions. Young persons will be given a comprehensive and suitable level of information, instruction, training and supervision required to enable them to work, observe and learn safely. In the case of work experience students, this is an observational role, as the individual is not employed by the organisation.

Young persons should not carry out any tasks, which may place them at risk, and the basic principals of young person management should be referred to in all cases.

2. Statutory Restrictions

The Factories Act 1961 prohibits the use of dangerous machinery by young persons, except where the person is required to use the machine as part of training. In the case of training the individual may operate a dangerous machine under the adequate supervision of a person who has thorough knowledge and experience of operating the machine.

Young persons may not examine, clean, adjust or lubricate unfenced or dangerous machinery.

Restrictions are placed on young persons with regard to working practices in wood working processes, certain lead processes and some COSHH substances and biohazards. Young persons should not work unsupervised in what may be a potentially dangerous environment due to their lack of experience and knowledge.

3. Scope

This policy has been drawn up to give managers support, advice, and guidance dealing specifically with young persons less than 18 years of age.

4. Equalities

- 4.1.1 An Equality Impact Assessment (EIA) has been carried out when preparing this policy. In line with good practice the completed EIA will be published alongside the Young Person's Policy.
- 4.1.2 Where there is a need for follow-up action, the tasks and timeframe for achieving them shall be noted in the Equality and Human Rights Action Plan to ensure they are addressed.
- 4.1.3 We do not see this policy as having any direct impact upon the protected characteristics contained within the Equality Act 2010.

5. Managers' Guidance

Managers should ensure that:

They carry out an assessment of the working environment to identify any risks that may be particularly hazardous to a young person, and any subsequent risks that are identified be corrected prior to the young persons employment. (See Health and Safety checklist Appendix 1).

Managers should also be aware that there are certain restrictions relating to working hours and pace of work as well as the young persons physical and mental capacity. Managers must take into consideration the young employee's lack of experience and training. In addition there are restrictions on a young person's exposure to heat, cold and noise.

6. Training and Supervision

Young people need training most when they first start a job; they need it to increase their capabilities and competencies to a level where they can do the work without putting themselves and others at risk. It is not enough to make training available; you should make sure that it is undertaken and also check that key messages have been understood. Young people will also need training and instruction on the hazards and risks present in the workplace, and on the preventative and control measures put in place to protect their health & safety. This training should include a basic introduction to health & safety, e.g. fire and evacuation procedures etc.

As well as training, you will need to bear in mind that young people are also very likely to need more supervision than adults. Effective supervision will also help monitor the effectiveness of the training young people have received, and there will be clear benefits in assessing whether a young person has the necessary capacity and competence to do the job.

As with any employee, the person should receive a full local induction within the first few days of employment, and be instructed in all areas of health and safety within their departments within that period. In addition to the Association induction course.

Where the individual is required to use equipment or undertake any task incurring a level of risk, they must be fully trained in all aspects of the work. In addition their Supervisor should ensure that assessment documentation is completed when the individual achieves the training standard required.

When the young person's probationary period has been successfully completed, it will be necessary for the Supervisor to remain in regular contact with the young person for further guidance and instruction until the individual is 18 years of age.

7. Information for young people

You must tell all your employees, including those less than 18 years of age, about the risks to their health & safety identified by the risk assessment, and the measures put in place to control them. You also need to tell them about the procedures to be followed in the event of serious and imminent danger.

8. Consent from parents / carers

You do not need parental consent to employ young people above the Minimum School Leaving Age, but your local authority does require you to obtain it before you employ a child of compulsory school age. You must provide the local authority with relevant information on the child so that he / she can be issued with an employment permit. The local authority will advise you on your full responsibilities, these include providing written confirmation that you have completed a risk assessment and have written approval from the parents or carers. When you are offering a work experience placement for school pupils / student, the work experience organiser will deal with parental consent.

9. Legislation

- Health and Safety (Young persons) Regulations 1997
- Management of Health and Safety at Work Regulations 1992
- Employment of Women, Young Persons and Children Act 1921

10. Guidance

- HSE, The Right Start, Work Experience for Younger People, INDG 364

11. Policy Review and Monitoring

Compliance with this policy will be monitored by the Health & Safety Board. The policy will be reviewed by the Audit & Business Sub-Committee at least every 3 years or sooner if deemed necessary by Committee or changes to legislation.

Appendix 1

Health & Safety checklist for young persons

Employee

Manager

Supervisor

Department

Date

To be completed by the employee, manager and Supervisor within first week of employment.

Manual Handling

Have you instructed the employee in manual handling techniques, which are used in your department **Yes/No**

Have they been instructed in the use of manual handling aids? **Yes/No**

COSHH

Is the employee aware of the correct procedure and use of COSHH substances utilised in your department? **Yes/No**

Fire

Have you instructed the employee in the siting of fire fighting appliances, Muster points, telephone no., fire exits etc.? **Yes/No**

Visual Display Equipment

Is the employee conversant in the use of a VDU? **Yes/No**

Are they classified as a VDU User? (1 hour a day or more) **Yes/No**

Do they require vision screening and have they attended VDU education? **Yes/No**

Prevention of needle stick injuries

Have you discussed preventative measures and careful handling of sharps with the employee? **Yes/No**

Are they aware of the action to take if they sustain a needle stick injury **Yes/No**

Violence and aggression/security

Have you discussed basic safe practice on avoiding potentially dangerous situations with the employee? **Yes/No**

Is the employee aware of who to contact in an emergency? **Yes/No**

Is there a danger of the employee being exposed to a violent situation, has training been provided for them? **Yes/No**

General - Informed the young employee of the dangers of the following:

Have you explained to the employee any procedures that they **Must Not** undertake and are they fully aware of their obligations under Section 2 of the Health and Safety at Work Act 1974 and given the employee a copy of the Association's Health and Safety Handbook **Yes/No**

Burns and scalds. - hot appliances such as hot water boilers, Tea/coffee etc. **Yes/No**

Slips trips and falls. - loose cables, wet floors, taking care on stairs, obstructed gangways poor lighting, make shift steps etc. **Yes/No**

Electrical equipment – Exposed wiring, malfunction or damage of appliances, electric shock effects of wet or corrosive conditions, isolation of supply. **Yes/No**

Moving equipment- water bottles, always allow room take care of hands and feet **Yes/No**

Departmental Equipment & Moving parts / Protective Guards **Yes/No**

General welfare

Is the employee aware of siting of toilets, changing and washing Facilities? **Yes/No**

Is aware of the correct procedure to follow when reporting health and safety risks / accidents **Yes/No**

Where to gain further information and guidance - Health and Safety Administrator **Yes/No**

I _____ have participated in Staff Induction and Health and Safety training and am fully aware of my obligations under Health and Safety Law. I have received a copy of the Association's Employee Health and Safety Handbook.

Signature of employee		Signature of Mentor	
Signature of Manager			