

Liverpool Hope University

Young Workers Code of Practice



LIVERPOOL HOPE
UNIVERSITY
1844

Document Control

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1. Introduction

Liverpool Hope University acknowledges the unique risks associated with young people (under 18) and children (under the minimum school leaving age) engaging in work or work experience. This Code of Practice is intended to provide guidance for managers and supervisors who may be responsible for young workers during their employment or through work experience arrangements with the University and aligns with the following:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Working Time Regulations 1998 (as amended)
- Children (Protection at Work) Regulations 2000
- Safeguarding Vulnerable Groups Act 2006 (as amended)
- Health and Safety (Training for Employment) Regulations 1990
- Building Safety Act 2022 (for applicable environments)

2. Definitions

- **Child:** Under minimum school leaving age.
- **Young Person:** Aged under 18.
- **Young Worker:** Over school-leaving age but under 18.
- **Work Experience Learner:** Considered an employee under health and safety law.

3. University Policy Commitment

When work experience or placements are arranged by the University, the Health and Safety (Training for Employment) Regulations 1990 classify participants as 'employees'. Work trainees on placement are therefore covered by the University's duty of care under the Health and Safety at Work Act 1974. Young workers are expected to take reasonable care of their own health and safety and that of others, and to cooperate with the University in meeting its legal obligations.

The University will ensure:

- No young person is exposed to risks from lack of experience, awareness, or maturity.
- Legal duties are met regarding safeguarding, welfare, and supervision.
- All relevant risk assessments are carried out before work or work experience placements begin.

4.1. Risk Assessment Requirements

Young people and children are perceived as being at greater risk at work and so additional control measures will be required to ensure their health and safety. Factors known to contribute to the vulnerability of young people are inexperience, lack of knowledge, training and perceptions of danger, and immaturity, both physically and mentally.

Risk assessments must be completed in advance. Young people or children may not be employed or begin their work experience unless an assessment of the risks to their health and safety and wellbeing has been undertaken or reviewed.

Prior to engagement:

Specific risk assessments are required for each young person. Assessments must consider:

- Wellbeing and Safeguarding
- Maturity and physical/mental capacity of the individual
- Exposure to heat, noise, vibration, or hazardous substances
- Nature and organisation of tasks
- Workplace layout and safety infrastructure
- Supervision levels and competence of supervisors
- Informed consent or information sharing with schools/parents is mandatory for under 16s.
- Use the University risk assessment template for young persons.

4.2. Below Compulsory School Age

Where individuals are below compulsory school leaving age, the University must provide parents, guardians, schools or local organisers with information of the risk assessment and health and safety arrangements in place. This information may be included in any agreements detailing the work experience arrangement which should also include.

- a plan of work for the placement.
- arrangements for any required instruction and training before the work starts; and
- arrangements for how the young person will be supervised.

4.3. Restrictions

The level of risk identified during the risk assessment process will determine whether to restrict the work that young persons are likely to be involved in. Exposure to hazards including temperature extremes, noise, vibration and radiation can be harmful to workers of all ages however to avoid health risks to young workers the University will need to evaluate appropriate risk controls which could include:

- Limiting time in accordance with The Working Regulations.
- Level of exposure
- Providing information, instruction and supervision
- Provision of protective equipment
- Health surveillance

In most cases, the University will already have the necessary control measures in place, some minor adaptations or further guidance from the Health and Safety Advisor may be required.

Specific age restrictions do apply for some equipment and machine, including wood work machinery. The Health and Safety Advisor can provide further advice around managing these activities when young workers may be present.

4.4. Young Persons Working Hours

Prior to the commencement of any work experience placement involving a person under the age of 18, assessment will consider proposed daily and weekly working hours and rest breaks. Young people will receive a minimum uninterrupted 30-minute rest break where working more than 4.5 hours, at least 12 consecutive hours' rest in each 24-hour period, and two consecutive days' weekly rest. Night work will not be permitted.

4.5. Work Experience Placements

For school or college work experience placements, working arrangements will, wherever reasonably practicable, mirror a standard school day and not exceed 7 hours. Overtime, evening events and weekend-only work will not ordinarily be permitted. These arrangements form part of the University's safeguarding and duty of care responsibilities and compliance with Working Time regulations for young people.

5.1. Supervision and Training

Schools and Professional Services Departments must:

- Ensure young people receive a comprehensive induction.
- Appoint a designated supervisor trained or informed in safeguarding.
- Maintain enhanced supervision and regular check-ins.

5.2. Roles and Responsibilities of Placement Organisers

Any member of staff arranging, coordinating, or supervising a school placement, work experience learner, or young worker placement on behalf of the University is responsible for ensuring the placement is safe, suitable, and managed in line with legal requirements and University policy.

The placement organiser must ensure:

- The placement is properly planned, with tasks appropriate to the young person's age, capability, and experience.
- A young person-specific risk assessment is completed, and control measures are in place before the placement begins (see Section 4).
- The young person receives an induction, safety information, and clear instructions.
- Appropriate and proportionate supervision is always provided, with a designated supervisor in place (see Section 5).
- Prohibited or high-risk activities are not assigned (see Section 6).
- Safeguarding requirements and professional conduct standards are followed, and any concerns are reported immediately (see Section 7).

- Required information is shared with schools, parents/guardians, or education providers where applicable.
- All incidents, accidents, near misses, or welfare concerns are reported in line with university procedures.

The placement organiser acts as the responsible duty holder for ensuring the requirements of this Code of Practice are implemented in practice.

6. Restrictions and Prohibited Activities

Young persons will not be permitted to undertake work which exceeds their physical or psychological capacity, exposes them to significant risk due to inexperience or immaturity, or involves harmful exposure to hazardous agents.

The following activities are prohibited unless a specific young person's risk assessment demonstrates the risk to be low, appropriately controlled, and subject to enhanced supervision and managerial approval:

- Operating dangerous machinery or equipment.
- Working at height.
- Exposure to hazardous substances including asbestos, lead, or ionising radiation.
- Night work or working hours exceeding statutory limits.

In practice, activities involving high-risk construction work, uncontrolled work at height, operation of high-risk machinery, or exposure to significant levels of hazardous substances will not be permitted. Limited, low-risk activities (for example, supervised use of low-level access equipment or controlled use of sealed teaching sources in laboratory settings) may only proceed where the risk assessment justifies their inclusion and appropriate safeguards are in place.

Further guidance is available in HSE publication INDG364 and associated statutory provisions.

7. Safeguarding and Child Protection

- All departments hosting under-18s must comply with the University's Safeguarding Policy.
- Enhanced DBS checks are required for roles involving direct, unsupervised contact.
- All concerns must be reported to the University by means of school and departmental Designated Safeguarding Contacts (DSC's), the Designated Safeguarding Lead (DSL) or deputy DSL's as outlined in the [University Safeguarding and Prevent Information Webpage](#).

8. Documentation and Records

Schools and Professional Service Departments must maintain:

- Risk assessments
- Induction checklists
- Signed supervision and training records
- Incident/accident reports
- Work plan and parental consent forms (where applicable)

9. Further Guidance and Resources

- [Health and Safety Executive – The Law and Young People at Work](#)
- [Health and Safety Executive – Young People at Work – FAQs](#)
- [HSE: Young People and Work Experience](#)
- [Safeguarding Guidance for Employers](#)

10. Checklist for Placement Managers

The following provides an outline of the work experience process and informs the minimum health and safety requirements that must be met. Please note this list is not exhaustive and specific procedures should be adopted by each school or Professional Services Department.

- **Stage One**
Identify any young persons recruited or to be placed on work experience.
- **Stage Two**
Identify all work activities to be undertaken.
- **Stage Three**
Conduct a risk assessment specific to the activities they are scheduled to undertake whilst on campus, while also checking for any reasonable adjustment needs (E.g. SEN) that the individual may require support with.
- **Stage Four**
Introduce any control measures outlined in the risk assessment and schedule induction training to take place on the first day of the young persons' placement.
- **Stage Five**
Provide a copy of the risk assessment to the young persons and or school.

To ensure that each School or Professional Services Department is in a position to support young workers, it is necessary to answer 'yes' to the following questions:

	Yes	No
Are there arrangements in place to identify and assess the work activities undertaken by young workers and those on work placement?		
Are there arrangements in place for risk assessments to be completed prior to a period of work experience commencing and the outcome and relevant control measures communicated to the individual, and, where applicable, parent/guardian?		
Are adequate control measures in place to control the identified risks?		
Do young workers and those on work placement receive a full induction and suitable and sufficient training to allow them to carry out work activities safely and without risks to their health?		
Is there adequate supervision to ensure adherence to control measures?		
Are there mechanisms in place to ensure the reporting of accidents, incidents, hazards and near misses?		
Are there adequate child protection, safeguarding and welfare measures in place (which include all those under 18)?		