



LIVERPOOL HOPE UNIVERSITY

YOUNG WORKERS

CODE OF PRACTICE

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YOUNG WORKERS CODE OF PRACTICE

The University recognises the inherent hazards and risks that may arise when a young person or a child undertakes activities within a working environment, and that additional control measures are required to protect the health, safety and welfare of young persons or children. The arrangements to protect the health and safety of all young workers are governed by the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. Children are additionally protected by the Children (Protection at Work) Regulations 2000.

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.

In Health and Safety law the following definitions apply to young persons and children;

- a **young person** is anyone under eighteen years of age (young people);
- a **child** is anyone who is not over compulsory school age. He or she has not yet reached the official age at which they may leave school, also referred to as the minimum school leaving age (MSLA).
- The law on working time defines a **young worker** as being below 18 years of age and above the MSLA.

Where work experience or placements have been organised with the University, the Health and Safety (Training for Employment) Regulations 1990 extend the meaning of the term 'employee' to include those receiving 'relevant training'. Consequently, young workers working at the University under work experience arrangements are afforded similar status as employees, and, are therefore included under the University's duty of care governed by the Health and Safety at Work Act 1974.

The same duty that applies to all employees will also require young persons on work experience to take reasonable care for the health and safety of themselves and anyone else who might be affected by their acts or omissions. They should also co-operate to ensure obligations imposed by health and safety legislation on the University can be met.

It is University policy to protect young persons, children and young workers at work from any risks to their health and safety that may arise as a consequence of their lack of experience, or absence of awareness of existing or potential risks. In doing this, managers or supervisors responsible for young workers will:

1. Adapt or carry out specific risk assessments on the work activities of young persons and children.
2. Consider in the assessment process:
 - i. the individual's physical and psychological capacity.
 - ii. the potential for exposure to cold, heat, noise and vibration.
 - iii. the potential for exposure to harmful agents.
3. Provide greater supervision of young persons or children at work.

4. Train young persons or children to carry out work activities safely. Further requirements exist where children are present in the workplace. If the intention is to employ children, who are above the minimum age for employment, this matter will be dealt with by the Personnel Department.

Risk Assessment

Although all employees should receive a satisfactory standard of protection from health and safety risks, young persons and children are perceived as being at greater risk so additional control measures may be required to ensure their health and safety at work. Factors known to contribute to the vulnerability of young people are their inexperience, their lack of knowledge, training and perception of danger, and their immaturity, both physically and mentally. Therefore, in accordance with the Management of Health and Safety at Work Regulations 1999, risk assessments must be prepared 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 has been undertaken or reviewed. The University's standard risk assessment pro-forma should be used for this purpose.

Risk assessments must take specific factors into account, especially;

- a) how the workplace is laid out (and the particular campus or building where the individual will work);
- b) what type of work equipment will be used and how it will be handled;
- c) how the work is organised;
- d) the need to assess, and provide, health and safety training;
- e) the nature of any physical, biological and chemical agents they may be exposed to, for how long and to what extent; and
- f) the risks from certain work hazards
- g) the degree of supervision available for the duration of the employment or work experience.

Where the individuals are **below compulsory school leaving age**, the University must provide parents / guardians or schools or local organisers with the key findings of the risk assessment and the control measures introduced to minimise, or ideally eliminate any significant risks. Whilst there is no requirement to provide this information in writing, it is still important for the University to document this information in a printed or written form and this information may be included in any agreements drafted detailing the work experience arrangement which should also include;

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

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 consider appropriate risk controls which could include:

- Limiting time/ 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 Legal Services and Health and Safety Assistant may be required.

Specific age restrictions do apply for some equipment and machine, including fork lift trucks and wood work machinery. The Legal Services and Health and Safety Assistant can provide further advice around managing these activities when young workers may be present as required.

Further Reading

[Health and Safety Executive – The Law and Young People at Work](#)

[Health and Safety Executive – Young People at Work - FAQs](#)

[*Young People and Work Experience – A brief guide to health and safety for employers*](#)
[INDG 364](#)

Checklist for Work Experience / Placement Managers and Supervisors

The following provides an outline to 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 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

Carry out risk assessment for each individual, specific to the activities they are scheduled to undertake whilst on campus.

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 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 measures in place (which includes all those under 18)?		