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Cymru (AaGIC)
Health Education and
Improvement Wales (HEIW)

Young Persons (Under 18) Procedure

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Approved by: Executive Team

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Young Persons (Under 18) Procedure

1. Purpose and Scope

- 1.1 Health Education and Improvement Wales (HEIW) is aware of the additional risks that may arise as a consequence of the employment of young persons on a full-time or part-time basis and will take all measures necessary to minimise those risks so far as is reasonably practicable.
- 1.2 HEIW is aware of the statutory restrictions imposed upon work undertaken by young persons and will comply with these restrictions. Young persons will be given the raised level of information, instruction, training and supervision required to enable them to work safely.
- 1.3 This procedure applies to all young persons employed on a permanent or temporary basis by HEIW.

2. Aims and Objectives

- 2.1 The aim of this procedure is to reduce risks to the lowest level that is reasonably practicable by:
 - Ensuring young persons are suitably trained and supervised
 - Outlining how HEIW will meet the requirements of legislation relating to the employment of young persons
 - Identifying responsibilities for action in relation to young persons.

3. Implementation

- 3.1 A young person is defined as someone who is under the age of eighteen.
- 3.2 A suitable and sufficient risk assessment (Appendix A) will be undertaken by the Facilities and Compliance Manager prior to a young person starting work with particular attention paid to their lack of experience, immaturity and reduced awareness of risk.
- 3.3 Assessments will be undertaken in conjunction with the young person and their line manager in the area that they will be working with completed forms sent to HR to be saved in the individual's personnel file.
- 3.4 In the case of young people under the minimum school leaving age (16) as in work experience pupils, their parents (or those having the parental responsibility) will be informed of the key findings of the risk assessment and the control measures taken.
- 3.5 Young persons will not be permitted to undertake any work which:
 - is beyond their physical or psychological capacity
 - involves exposure to harmful substances
 - involves a risk of accidents which a young person may not reasonably recognise
 - which requires them to work alone
 - they are not comfortable doing
- 3.6 Provided the young person is over minimum school leaving age, the above restrictions will not apply where:
 - it is necessary for the young person's training;
 - the young person is supervised by a competent person;
 - any risk is reduced to the lowest level reasonably practicable.

- 3.7 Young persons will be adequately supervised at all times by a nominated person. The level of supervision will depend on the risk involved and the competency of the individual employee.
- 3.8 Young persons will only be required to work between normal working hours of 7 am and 7 pm unless their health and capabilities have been assessed beforehand. Minimum rest periods will be taken as follows:
- 30 minutes rest break in every four hours of work.
- 3.9 Young persons and where appropriate, parents or guardians of children will be provided with comprehensible and relevant health and safety information about identified risks and the associated precautions.

4. Training

- 4.1 All young persons will be provided with suitable training and information to enable them to undertake any tasks asked of them. This will commence with a safety induction where the contents of this procedure will be discussed.

5. Monitoring

- 5.1 The young person will be monitored by their line manager on a regular basis.
- 5.2 On a yearly basis HEIW will:
- review and revise this procedure to ensure that it is suitable and sufficient
 - will undertake an audit of the process to ensure compliance at all levels
 - will provide a report on the findings of the review

Appendix 1 – Young Person’s Risk Assessment

Name of Individual: Date of Birth:

Department:

Brief description of work activities to be undertaken:

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Date of Assessment:

		Yes	No
Manual Handling			
1.	Will the individual need to perform any manual handling tasks? (If 'YES' briefly describe these tasks and ensure, where necessary, that a manual handling assessment has been completed)		
2.	Do they require any handling aids to be able to perform these tasks? (If 'YES' then state items required)		
3.	Will the individual require training in kinetic handling or use of manual handling aids? (If 'YES' ensure training is completed.)		
Working Environment			
1.	If the individual uses a computer screen has a DSE assessment been completed prior to them starting work? (If 'NO' then ensure that one is completed immediately)		
2.	Are working hours flexible to reduce unnecessary fatigue? (If 'NO', and work is particularly strenuous, consider reorganising work hours and supervise closely)		
3.	Is the individual able to control the pace and volume of their work to avoid unnecessary stress? (If 'NO', and work is particularly strenuous, consider reorganising work routine)		
4.	Can the individual take rest periods when necessary? (If 'NO' consider reorganising work routine)		

		Yes	No
Hazardous Substances			
1.	During the normal course of the day, will the individual come into contact with any hazardous substances? (If 'YES' list hazardous substances and ensure COSHH assessment has been completed for each)		
2.	Does the individual have any allergies or existing medical conditions? (If 'YES' ensure that chemical exposure and work undertaken will not affect these conditions)		
General			
1.	Has the individual attended a safety induction? (If 'NO' arrange and ensure training record is completed)		
2.	Will the young person be suitably supervised during the course of the working day? (If 'NO' ensure that a supervisor is appointed to monitor the young person's activities)		
3.	Are there any other work-place issues which are causing the individual concern? (If 'YES' provide details below)		

Recommendations:

(The following actions have been undertaken to address issues raised by this risk assessment)

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Is there a requirement to notify the parent/guardian of child of specific risks? YES / NO

Signed: (Young Person)

Signed: (Line Manager)

Signed: (Facilities and Compliance Manager)