



FPR POLICY FOR SAFETY OF CHILDREN AND YOUNG WORKERS



SAFETY POLICY & PROCEDURES

GUIDANCE FOR EMPLOYING CHILDREN AND YOUNG PERSONS FULL TIME AND ON WORK EXPERIENCE PLACEMENTS

INTRODUCTION

- 1 The safe employment of children and young persons is governed by, amongst other things, the Health and Safety (Young Persons) Regulations. These regulations implement the health and safety provisions of the "European Directive on the protection of young people at work". There are also requirements in the Management of Health and Safety at Work Regulations. The Health and Safety (Young Persons) Regulations are explained fully in a guidance booklet produced by the Health and Safety Executive entitled "Young People at Work - A Guide for Employers".¹ This is available for consultation in the Safety Office if required.

DEFINITIONS

- 2 The Health and Safety (Young Persons) Regulations distinguish between "child" and "young person" as follows:

"**child**" means a person who has not reached the minimum school leaving age, MSLA (16 years)

"**young person**" means a person who has not reached the age of 18 years.

SPECIAL CONSIDERATIONS APPLYING TO CHILDREN AND YOUNG PERSONS AT WORK

- 3 Young workers are regarded as being particularly at risk because of their possible lack of awareness of existing or potential risks, immaturity and inexperience. Thus children under 13 years old are generally prohibited from any form of employment, whilst children between 13 and the minimum school leaving age (MSLA) are prohibited from being employed in industrial undertakings, service industries, etc., except when on work experience schemes approved by the local education authority.
- 4 Where FPR UK offer work experience placements to children under MSLA, the Health and Safety (Training for Employment) Regulations have the effect of designating those children as **employees** for the purposes of health and safety legislation. Departments are then required to provide them with at least the same health, safety and welfare protection which is given to the existing staff.
- 5 As a result, Managers must make suitable arrangements to assess risks to young persons under 18 years old **before** they start work, which will include

¹ HSE booklet HS(G)165, ISBN 0 7176 1285 6



taking into account their inexperience, lack of awareness of existing or potential risks, and immaturity.

- 6 In particular, the following factors must be taken into account:
- the layout of the workplace or workstation
 - the range and use of work equipment and the way in which it is handled
 - the organisation of processes and activities
 - the extent of the health and safety training provided, or to be provided, to the young persons concerned.

ASSESSING THE RISKS

- 7 “the aim is to identify the significant risks in the workplace. Trivial risks can be ignored”

and secondly

“ all groups of persons...must be considered...together with those who may be particularly at risk, e.g. young or inexperienced workers...”.

It must be remembered that what might be considered a trivial risk to an experienced, mature employee familiar with his or her workplace, may well become a significant risk to a young inexperienced person on a work experience placement during the first few days of a completely different daily environment.

- 8 An example of a risk assessment record sheet is shown below and it is recommended that this be used as a basis for recording the **significant** risks that the young person may be exposed to during his or her work. Appendix 1 of this document shows a suitably modified form which may be adopted for the purpose. Pages 6-11 show a generic young worker assessment that should be done pre employment. The record should be kept with the other documentation relating to the placement and a copy given to the young person.
- 9 Persons on work experience placement will often be carrying out “office”-type activities in various departments and the number of significant risks to be assessed will normally be minimal. However, some placements occasionally take place in departments which do have significant risks to safety or health, for example, in workshops or the service departments. The Health and Safety Executive booklet “Young People at Work - A Guide for Employers” (see Introduction), lists those work activities in which young persons must not be employed if significant risks to their health and safety have been identified **and cannot be avoided**. These prohibited activities are summarised in Appendix 2.



PROVISION OF INFORMATION TO PERSONS ON WORK EXPERIENCE PLACEMENT

- 10 Persons on work experience placement must be given information to enable them to work safely and to know what action to take in case of an emergency. It is recommended that such information be written down clearly and concisely since the young persons will generally be employed for short periods in unfamiliar surroundings. Appendix 3 gives an example of a form which may be used for the purpose. If necessary it can be tailored to fit in with any other documentation concerning the placement but the information shown in Appendix 3 must be included.

PROVISION OF INFORMATION TO PARENTS

- 11 There is a legal requirement to let the parents of young workers under MSLA know the key findings of the risk assessment and any control measures taken before that person takes up employment on the placement. Although there is no requirement to provide this information in writing, it would seem sensible to do so. It is suggested, therefore, that (the written risk assessment, if it has proved necessary to produce one) and 3 (the safety information for the person on the placement) be forwarded to the parents as a means of satisfying this requirement.

NOTIFICATION OF PLACEMENTS FOR INSURANCE PURPOSES

- 12 The placement supervisor (or other appropriate person within the employing department) must notify the Human Resources Department (Strategic Purchasing) in order for the FPR Employer's Liability insurance cover to be extended to the person on placement.

RISK ASSESSMENT EXAMPLE

SIGNIFICANT HAZARDS	LAST REVIEW DATE	RISKS	INITIAL RISK LEVEL LxS	ACTION TAKEN TO:- 1. ELIMINATE THE HAZARD OR 2. REDUCE THE LEVEL OF RISK TO AN ACCEPTABLE LEVEL	REVISED RISK LEVEL LxS	NEXT REVIEW DATE

Generic Young Person(s) Risk Assessment Manager:

<i>Hazards</i>	<i>Risks</i>	<i>Example Control Measures</i>
<input type="checkbox"/> • Use of general office/IT equipment	<ul style="list-style-type: none"> • Electrocution • General fatigue 	<ul style="list-style-type: none"> • Regular inspection • Portable Appliances examined & tested • Regular breaks
<input type="checkbox"/> <ul style="list-style-type: none"> • Trailing cables • Spillages • Uneven ground/floor • Pits • Walking / traffic route obstructions • Adverse weather 	<ul style="list-style-type: none"> • Slips, trips and falls 	<ul style="list-style-type: none"> • Employer to maintain a safe and tidy working environment • Defined walkways • Appropriate guards fitted & used • Young person to be informed of danger areas
<input type="checkbox"/> • Manual handling <i>lifting, pulling, moving, etc.</i>	<ul style="list-style-type: none"> • Physical injury • Repetitive strain injury 	<ul style="list-style-type: none"> • Appropriate lifting and handling training • Young person to only lift objects that are within their acceptable capabilities • Personal Protective Equipment
<input type="checkbox"/> • Working away from base	<ul style="list-style-type: none"> • Becoming: <ul style="list-style-type: none"> a) separated b) lost 	<ul style="list-style-type: none"> • Hazards to be pointed out • All rules and site regulations are explained. • High visibility clothing to be worn where applicable • Procedure in case of separation identified • Mobile phone carried
<input type="checkbox"/> • Errands away from base unaccompanied	<ul style="list-style-type: none"> • General harm • Absent without explanation 	<ul style="list-style-type: none"> • Time period to be allowed from absence • Employer to confirm route with young person • Errands confined to daylight hours

Employer to Tick and Add/Delete information as appropriate

N.B. these control measures are not exhaustive and are not intended as a substitute for a full risk assessment

<i>Hazards</i>	<i>Risks</i>	<i>Example Control Measures</i>
<input type="checkbox"/> <ul style="list-style-type: none"> Use of hand tools 	<ul style="list-style-type: none"> Cuts, abrasions & bruises 	<ul style="list-style-type: none"> Inspected prior to use Employer to assess and approve young person's competence Provision of Personal Protective Equipment
<input type="checkbox"/> <ul style="list-style-type: none"> Use of machinery and other power tools 	<ul style="list-style-type: none"> Cuts, abrasions & bruises Entanglement Electrocution 	<ul style="list-style-type: none"> Regular inspection Equipment examined & tested Employer to assess and approve young person competence Appropriate guards fitted & used Personal Protective Equipment
<input type="checkbox"/> <ul style="list-style-type: none"> Working at height Working below ground level 	<ul style="list-style-type: none"> Physical injury Slips, trips and falls Entrapment 	<ul style="list-style-type: none"> Will not work above 2 metres fall height Over 2 metres below ground level Ladders used are tied off or appropriately footed. Training given for use of kick stools or step ladders
<input type="checkbox"/> <ul style="list-style-type: none"> Falling objects 	<ul style="list-style-type: none"> Physical injury 	<ul style="list-style-type: none"> Visible warnings Provision of Personal Protective Equipment, e.g. hard hat
<input type="checkbox"/> <ul style="list-style-type: none"> Moving vehicles / traffic 	<ul style="list-style-type: none"> Injury 	<ul style="list-style-type: none"> Dangerous areas identified to young person Visible warning signs Audible warnings Designated walkways Provision of Personal Protective Equipment, e.g. high visibility clothing

N.B. these control measures are not exhaustive and are not intended as a substitute for a full risk assessment

<i>Hazards</i>	<i>Risks</i>	<i>Example Control Measures</i>
<input type="checkbox"/> <ul style="list-style-type: none"> Electricity 	<ul style="list-style-type: none"> Electrocution Burns Fire 	<ul style="list-style-type: none"> Regular inspection Portable Appliances examined & tested Appropriate use of RCDs (circuit breaker) Use of 110-volt equipment on site Young person will have full training and be deemed competent to use it Dangers of using electrical equipment in wet conditions explained Young persons will not work on live circuits or apparatus Personal Protective Equipment
<input type="checkbox"/> <ul style="list-style-type: none"> Hazardous substances and chemicals 	<ul style="list-style-type: none"> Burns, ingestion, inhalation, absorption, irritation etc 	<ul style="list-style-type: none"> Substances to be suitably stored Used under controlled conditions Restricted access Provision of Personal Protective Equipment
<input type="checkbox"/> <ul style="list-style-type: none"> Airborne dust and fumes 	<ul style="list-style-type: none"> Inhalation Allergic response Asphyxiation 	<ul style="list-style-type: none"> Local exhaust ventilation Provision of Personal Protective Equipment, e.g. face mask General ventilation Assess suitability for young persons with certain allergic condition

N.B. these control measures are not exhaustive and are not intended as a substitute for a full risk assessment

<i>Hazards</i>	<i>Risks</i>	<i>Example Control Measures</i>
<input type="checkbox"/> • Stored energy e.g. Compressed air	<ul style="list-style-type: none"> • Injection • Embolism • Propelling of foreign objects • Injury resulting from 'horseplay' 	<ul style="list-style-type: none"> • Only to be used with appropriate tooling • Eye protection to be worn as appropriate • Never to be used to 'dust down' body • Provision of Personal Protective Equipment
<input type="checkbox"/> • Noise	<ul style="list-style-type: none"> • Damage to hearing 	<ul style="list-style-type: none"> • Ear protection provided as appropriate • Visible warning notices
<input type="checkbox"/> • Ionising radiation	<ul style="list-style-type: none"> • Damage to health 	<ul style="list-style-type: none"> • Isolation from equipment whilst in use • Safe storage of radioactive sources
<input type="checkbox"/> • Hot equipment, materials & liquids	<ul style="list-style-type: none"> • Burns • Scalds 	<ul style="list-style-type: none"> • Young person to wear as much body cover as is practicable • Heat insulated gloves or material to be used where practicable • Dangerous areas identified • Personal Protective Equipment
<input type="checkbox"/> • Exposure to the sun	<ul style="list-style-type: none"> • Sunburn • Illness 	<ul style="list-style-type: none"> • Young person to wear as much body cover as practicable • Sun block cream to be provided • Personal Protective Equipment

N.B. these control measures are not exhaustive and are not intended as a substitute for a full risk assessment

<i>Hazards</i>	<i>Risks</i>	<i>Example Control Measures</i>
<input type="checkbox"/> • Biological	<ul style="list-style-type: none"> • Biological invasion • General contamination • Disease / sickness / illness • Contact with: <ul style="list-style-type: none"> a) body fluids b) raw food/meat c) animal droppings d) soil and organisms found in soil 	<ul style="list-style-type: none"> • Good occupational hygiene procedures are followed • Provision of Personal Protective Equipment, e.g. apron • Must have current tetanus immunity
<input type="checkbox"/> • Psychological Capacity	<ul style="list-style-type: none"> • Stress • Trauma • Distress 	<ul style="list-style-type: none"> • Young person should be given forewarning of situation which may: <ul style="list-style-type: none"> a) be stressful b) include disturbing scenes or death • Young person should be continually mentored
<input type="checkbox"/> • Dealing with aggressive members of the public	<ul style="list-style-type: none"> • Physical injury • Stress • Trauma 	<ul style="list-style-type: none"> • Young person will not be left alone with members of public • Young person removed from scene

<i>Hazards</i>	<i>Risks</i>	<i>Example Control Measures</i>
<input type="checkbox"/> •	•	•
<input type="checkbox"/> •	•	•
<input type="checkbox"/> •	•	•
<input type="checkbox"/> •	•	•
<input type="checkbox"/> •	•	•
<input type="checkbox"/> •	•	•



Appendix 2

SUMMARY OF WORK ACTIVITIES IN WHICH CHILDREN AND YOUNG PERSONS MUST NOT BE EMPLOYED ON WORK EXPERIENCE UNLESS THE SIGNIFICANT RISKS IDENTIFIED CAN BE AVOIDED

(Note: If any of the work summarised in this table is being considered for a person on a work experience placement, reference must be made to the HSE guidance (see Introduction)).

Work objectively beyond physical or psychological capacity	
Physical Capacity	Accidents, injuries and/or musculoskeletal disorders can occur in jobs that require repetitive or forceful movements
Work the pace of which is determined by machinery and which involves payment by results	Young persons may be more at risk as their muscle strength may not be fully developed, and they may be less skilled
Psychological capacity	There are some areas of work that may be beyond a young person's mental and emotional coping ability, such as dealing with violent and aggressive behaviour and decision making in stressful situations
Work involving harmful exposure to certain agents	
Physical agents	Work in high pressure atmospheres Diving Compressed air
Biological agents	As defined in the COSHH Regulations
Chemical agents	Very toxic, toxic, harmful, corrosive and irritant substances Carcinogens Allergens Teratogens Lead and lead compounds Asbestos
Work involving harmful exposure to radiation	
Ionising radiations	
Non-ionising electromagnetic radiation	Optical radiation Electromagnetic fields and waves



Work involving risks which it may be assumed cannot be recognised or avoided by young persons	
Handling of fireworks and other explosives	
Work with fierce or poisonous animals	
Animal slaughtering on an industrial scale	
Work with compressed and liquefied gases	Flammable liquids Flammable gases Gas cylinders Cryogenic liquids
Work with vats, tanks, reservoirs or carboys containing chemicals	
Work involving risk of structural collapse	Building/demolition work
Work involving high voltage electricity	
Work in which there is a risk to health from extreme cold or heat or from noise or vibration	
Extreme cold or heat	
Noise	
Hand-arm vibration	
Whole-body vibration	



Appendix 3

HEALTH AND SAFETY INFORMATION TO BE GIVEN TO A PERSON ON A WORK EXPERIENCE PLACEMENT
NAME OF PERSON ON PLACEMENT:
YOUR PLACEMENT SUPERVISOR IS:
IF YOU HAVE AN ACCIDENT AT WORK Contact your supervisor or the nearest first aider who is : If you have an accident away from your normal workplace, the names and telephone numbers of first aiders are in the Waltons internal telephone directory. Remember to fill in an accident report form. Your supervisor will supply one.
IF YOU HEAR THE FIRE ALARM Leave the building by the nearest exit and go to the assembly point. Close windows and doors behind you. Do not use the lift if your building has one. Do not stop to collect your personal belongings. Do not re-enter the building until the Fire Service allow you to. Familiarise yourself as soon as you can with the fire emergency arrangements for your area - alternative escape routes, assembly point, etc. IF YOU DISCOVER A FIRE Leave the building and go to the assembly point opposite the conservatory. On your way out break the glass of a fire alarm call point. These are located at the final exit doors of the building. Give details of the fire to your supervisor or any member of staff.
IN ANY EMERGENCY If you are on your own and unsure of what to do, dial 999 from any telephone and ask for help.



YOU WILL BE GIVEN THE FOLLOWING SAFETY TRAINING/INSTRUCTION DURING THE PERIOD OF YOUR PLACEMENT:

FOR SAFETY REASONS YOU MUST NOT ENTER THE FOLLOWING AREAS:

FOR SAFETY REASONS YOU MUST NOT USE ANY OF THE FOLLOWING MACHINERY/EQUIPMENT: