

West Earlham Infant and Nursery School
Young people at work policy

1. Introduction

Under health and safety law, employers must ensure the health and safety of all their employees, irrespective of age. As part of this, certain considerations need to be made for young people.

2. Scope

Young people could be present in schools either as employees, as individuals on work placements/experience (usually school aged pupils) or those undertaking apprenticeships.

This Compliance Code outlines what headteachers need to consider or do to meet legal requirements when employing a young person or offering a work placement. Doing this should be straightforward and in most cases you should already have the necessary risk management arrangements in place.

3. Responsibilities

All managers and employees are expected to follow the procedures outlined in this policy. in order to carry out their duties as outlined in your school's Health and Safety Policy.

4. Definitions of Young People and Children

A young person is anyone under 18.

A child is anyone who has not yet reached the official minimum school leaving age. Pupils will reach the minimum school leaving age in the school year in which they turn 16.

5. Policy Provisions

Employers have a responsibility to ensure that young people employed by them are not exposed to risk due to:

- lack of experience
- being unaware of existing or potential risks and/or
- lack of maturity
- Lack of information, preparation or training

Managers must consider:

- the layout of the workplace
- the physical, biological and chemical agents they will be exposed to
- how they will handle work equipment
- how the work and processes are organised
- the extent of health and safety training needed
- risks from particular agents, processes and work

These considerations should be straightforward in a low-risk workplace, for example an office.

In higher-risk workplaces the risks are likely to be greater and will need more attention to ensure they're properly controlled.

Managers need to consider whether the work the young person will do:

- is beyond their [physical](#) or [psychological](#) capacity; this could be as simple as checking a young person is capable of safely lifting weights and of remembering and following instructions
- involves [harmful exposure](#) to substances that are toxic, can cause cancer, can damage or harm an unborn child, or can chronically affect human health in any other way; be aware of substances a young person might come into contact with in their work, consider exposure levels and ensure legal limits are met
- involves risk of accidents that cannot reasonably be recognised or avoided by young people due to their [insufficient attention to safety or lack of experience or training](#); a young person might be unfamiliar with 'obvious' risks. You should consider the need for tailored training and information/closer supervision.
- has a risk to health from extreme [cold, heat, noise or vibration](#); in most cases, young people will not be at any greater risk than adults and for workplaces that include these hazards it is likely there will already be control measures in place

A child must never carry out such work involving these risks, whether they are permanently employed or under training such as work experience.

A young person, who is not a child, can carry out work involving these risks if the work is necessary for their training; the work is properly supervised by a competent person and the risks are reduced to the lowest level, [so far as reasonably practicable](#).

There are other agents, processes and work that should be taken into account when employing a young person. This is a non-exhaustive list and, if relevant, more information can be found via Educator Solutions (01603 307710; enquiry@educatorsolutions.org.uk).

- biological agents
- working with chemicals
- asbestos
- electrical safety
- managing aggressive behaviour
- managing physical assault from a child

6. Recording of assessments

There is no requirement to make a specific record of a young person's risk assessment. In most cases the risks arising from the activities they are carrying out will already be covered in your standard assessments. If there are specific risks arising from inexperienced or young people carrying out the role these should be included as a new item (along with appropriate controls) in the standard risk assessment document (General Risk assessment Form F625a).

Approval

This policy has been reviewed in line with the 2010 Equality Act and Public Sector Equality Act. Due regard has been given to Equality.

This policy will be adopted in **June 2018**. The date of the next formal review will be **June 2021** and every year thereafter, unless statutory legislation changes.

Policy approved by the Head Teacher of West Earlham Infant and Nursery School.