

### 1. Haringey Council Policy

- 1.1 Haringey Council is committed to protecting the health and safety of young people, who may be employed, on work experience, or may be present as service users or visitors to Council workplaces.
- 1.2 All reasonably practicable measures will be taken ensure that young people on Council workplaces are not exposed to risk which may be due to their lack of experience, being unaware of existing or potential risks and lack of maturity.

### 2. Scope of Procedure

- 2.1 This procedure applies to all Council workplaces and to all employees under the age of 18 including full-time, part-time and temporary employees, students or trainees on work placement and volunteers.
- 2.2 It also applies to young people who may be present in Council workplaces for a number of other reasons not directly related to work.
- 2.3 This procedure does not apply to students and children in schools and children centres respectively.

### 3. Key Terms and Summary Information

Child	Anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils will reach the MSLA in the school year in which they turn 16.
Young person	Anyone under 18.

### 4. Responsibilities for Implementation

#### 4.1 Director and Assistant Directors will ensure:

- 4.1.1 This procedure is disseminated throughout their areas of responsibility.
- 4.1.2 This procedure is implemented in their areas of responsibility.
- 4.1.3 Resources required for the effective implementation of this procedure are available.

#### 4.2 Managers are responsible for:

- 4.2.1 Carrying out Young Persons at Work Assessments (template in appendix 1) for all young persons before the start of employment or work placement, implement necessary remedial actions or control measures and make a record of the risk assessment.
- 4.2.2 Ensuring that young persons are prohibited from workplaces or locations where significant risks to their health and safety have been identified (see paragraph 7.5.6).

- 4.2.3 Ensuring that young persons as with other employees and all those affected are informed of the risks associated with the work undertaken and the control measures to be used to reduce any risk to the young person to the lowest possible level.
- 4.2.4 Informing the parents/guardians of young persons under MSLA (i.e., under the age of 16) of the key findings of the Young Persons at Work Assessment and any control measures taken before the young person starts employment/work placement.
- 4.2.5 Ensuring that any remedial action or control measures highlighted through a Young Persons at Work Assessment are carried out and monitored.
- 4.2.6 Adapting and developing written safe systems of work specific to the young person in conjunction with staff.
- 4.2.7 Ensuring the Young Person at Work Assessment, safe systems of work and emergency arrangements are reviewed as required.
- 4.2.8 Consulting with young persons and their representatives (i.e., parent(s), guardian(s), schools etc.) on health and safety issues, including the arrangements that have put in place to ensure their health and safety.
- 4.2.9 Ensuring young persons are provided with suitable and sufficient information, instruction, and training including procedures, safe systems of work, emergency response arrangements and use of any equipment.
- 4.2.10 Ensuring that appropriate supervision arrangements are put in place taking into account the nature of the work and to the associated hazard and risk.
- 4.2.11 Ensuring adverse incidents and concerns relating to the effectiveness of the working arrangements are reported and acted upon in accordance with the HSP 01 Accident and Incident Management Procedure.
- 4.2.12 Ensuring that when a young person reports any health related problems they seek medical advice and/or attend Occupational Health for specialist advice.
- 4.2.13 Ensuring that a training record, a detailed record of arrangements for supervision together with any other relevant documentation relating to the young person is kept.

## **5. Specialist Advice**

- 5.1 Advice on aspects of this procedure should be sought from the Corporate Health and Safety Team and/or Human Resources.
- 5.2 Other sources of advice on this procedure include the Health and Safety Champions, Office of the Director of Children Services and Trade Union Representatives.

## **6. Other documents you may need to consider**

### **6.1 Legislation and Guidance (hyperlinks)**

- 6.1.1 [Council Directive 94/33/EC on the Protection of Young People at Work](#)
- 6.1.2 [Young People and Work Experience \(HSE INDG364\)](#)

## 6.2 Forms.

6.2.1 Young Persons at Work Risk Assessment Template (Appendix 1). Form is available on the intranet.

## 7. Action to Take

### 7.1 Prohibited work activities

7.1.1 Children below the MSLA (i.e. under the age of 16) are prohibited from work which:

- a. Is beyond their physical or psychological capacity.
- b. Involves harmful exposure to substances that are toxic, carcinogenic, can cause damage or harm an unborn child, or which in any other way can chronically affect human health.
- c. Involves harmful exposure to radiation.
- d. 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.
- e. Has a potential to harm human health from extreme cold, heat, noise or vibration.

7.1.2 Young persons who are over the MSLA (i.e. over the age of 16) can do the work listed above if:

- a. The work is necessary for their training.
- b. The work is properly supervised by a competent person.
- c. The risks are reduced to the lowest level, so far as reasonably practicable.

### 7.2 Risk assessment

7.2.1 Before a young person starts work, a written assessment must be carried out and brought to their attention. The parents or guardians of young persons under the MSLA must be informed in writing of the key findings of the risk assessment and any control measures put in place before the placements commence.

7.2.2 Young Persons at Work Assessments must take account of:

- a. The inexperience, lack of awareness of risks and immaturity of the young person.
- b. The fitting-out and layout of the workplace and workstation.
- c. The nature, degree and duration of exposure of physical, biological and chemical agents.
- d. The form, range and use of work equipment and the way in which it is handled.
- e. The organisation of processes and activities.
- f. The extent of the health and safety training provided, or to be provided, to the young person.
- g. Risks from agents, processes and work listed in the Annex to Council Directive 94/33/EC on the protection of Young People at Work (see paragraph 6.1.1)
- h. Any other risks relating to the specific area of work i.e., lone working, violence and aggression.

- 7.2.3 The Young Person at Work Assessment form (see paragraph 6.2.1) should be used to carry out the risk assessment for each individual young person. This will ensure that all the necessary aspects have been considered.
- 7.2.4 Having carried out the Young Persons at Work Assessment, the Manager should ensure that where any restrictions on the work of the young person have been identified, together with any necessary changes to the workplace, they are timely and appropriately actioned, communicated and documented.

### 7.3 Information, instruction, training and supervision

- 7.3.1 Young people need information, instruction and training most when they start a job or work experience and should be given a local induction on the first day of their placement. They need to be trained to do the work without putting themselves or other people at risk and know what action to take in case of an emergency.
- 7.3.2 It must be remembered that what might be considered a trivial risk to an experienced, mature employee familiar with his/her own 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.
- 7.3.3 It is a manager's responsibility to ensure that appropriate, timely and effective information, instruction and training is given. Managers should check that the young person has understood training, which covers, for example:
- The hazards and risks in the workplace.
  - The control measures put in place to protect their health and safety.
  - A basic introduction to health and safety, for example, first aid, fire and evacuation procedures.
- 7.3.4 The manager must ensure that a training record, a detailed record of arrangements for supervision together with any other relevant documentation relating to the young person is kept.
- 7.3.5 The Manager must ensure that appropriate supervision is put in place taking into account the nature of the work. This may not necessarily be the manager but whoever is delegated must have a thorough understanding of their responsibilities and duties for the work or work placement.
- 7.3.6 Young persons must be informed only to work within the bounds of their experience and instructions they have received. They must also be told what to do and who to tell if they come across a situation they suspect may pose a danger to themselves or others.
- 7.3.7 Good supervision will also help Managers get a clear idea of the young person's progress in the job and help to monitor the effectiveness of their training.

#### 7.4 Young persons in Council workplaces accessible to the general public

7.4.1 In addition to young persons who are in Council workplaces for work or work experience, young persons may also be present in Council workplaces for a number of other reasons not directly related to work.

7.4.2 Buildings in this category include libraries, community centres, leisure centres, etc. These buildings are generally expected to be visited by young persons and formal arrangements have been put in place to manage their safety. The risk assessments for these buildings should consider the risk to all user groups including situations where young persons are expected to be onsite. In addition, staff working in these buildings must comply with the Council's safeguarding policy.

#### 7.5 Young persons in Council workplaces that are not normally accessible to the public

7.5.1 There are situations in which young persons may be present in Council workplaces in which no formal arrangements are in place to accommodate them. Examples of possible scenarios are given below.

7.5.2 Breakdown of childcare arrangements:

- i. In emergency situations where staff have difficulties with their normal childcare provision, children should only be allowed in workplaces with the permission of the heads of service for as short a time as possible and only as the last resort when all other options for childcare (such as taking emergency leave or annual leave) have been exhausted.
- ii. The Council has a flexible working policy that may allow parents to alter their working patterns, or change their hours, to help them manage their childcare responsibilities.

7.5.3 Young persons attending meetings with their parents/guidance:

- i. The situation in which a non-employee brings in their child(ren) for a meeting or other engagements in a Council building without formal arrangements to accommodate children should be avoided. Where it is known that this case is likely, the staff liaising with the non-employee should inform them in advance that no formal supervision arrangements are in place at the meeting venue.
- ii. Consideration should be given to rearranging the meeting for a time when the non-employee would be able to attend the meeting without having to bring the child(ren) along.
- iii. Where the non-employee still brings their child(ren) to the office despite the above measures, reasonable steps should be taken to keep the parent and child(ren) together during their time on Council premises.

7.5.4 Young persons visiting Council workplaces as service users:

- i. Where a young person, as a service user, visits a Council workplace that does not have formal arrangements for supervising children, the service receiving the children must have in place a risk assessment that addresses the risks to which the children may be exposed.
- ii. The Council Officer working with the children must ensure adequate supervision

throughout the entire time the child(ren) is on Council premises.

#### 7.5.5 Young persons brought to Council workplaces by staff during social events:

- i. Inform manager in advance and agree on measures to be taken to ensure the safety of the child(ren).
- ii. Parents cannot delegate this responsibility unless the child(ren) is in the temporary care of professional childcare providers.

#### 7.5.6 Any risk assessment for children in the workplace should take account of the following factors:

- i. The age of the child(ren)
- ii. The cognitive development of the individual child
- iii. High risk areas of the workplace - access to certain areas is absolutely prohibited in
  - a. workshops;
  - b. laboratories;
  - c. plant rooms and roof tops;
  - d. kitchens and food preparation areas;
  - e. departmental supply and waste stores, or goods receiving areas;
  - f. any other areas designated as 'authorised access only'; unless this is a planned event, such as for work experience training or open days, and even then they must be accompanied by a responsible staff member at all times.

#### 7.5.7 Even in low risk areas, special consideration should be given to the potential for slips trips and falls, especially from stairs and landings (being mindful that many older buildings may have steep stairs or gaps in the banisters which might allow young children to pass through, or where climbing may be attempted). Windows, which may be accessible to children should be of restricted opening and any low level glazing protected against breakage, or resist breakage.

#### 7.5.8 Planning should take account of the limited mobility of young children and the possible need for parents to receive assistance in the event of an emergency situation arising.

## 8. Disclosure and Barring Service (DBS)

8.1 The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

8.2 Where staff are supervising young persons at work, a DBS check may be required. Managers must check with HR to determine if this is necessary. For more information, please visit the [Criminal Records Check](#) site in the intranet.

## 9. Monitoring and Review

9.1 Incidents involving young persons will be recorded and reported quarterly to the Corporate Health, Safety and Wellbeing Board. The investigation of these incidents

will be used to identify the adequacy of existing controls and the effectiveness of this procedure.

- 9.2 Monitoring of the procedure will also be undertaken via the analysis of completed risk assessments and review of risk register information submitted quarterly by managers.
- 9.3 A review of this procedure will be carried out by the Corporate Health and Safety Team within 3 years of the date on this procedure, or sooner in the event of any changes in legislation or Approved Code of Practice or other policy or re-organisation likely to affect it.
- 10. **Approval of the Procedure**
  - 10.1 This safety procedure was reviewed and approved by the Corporate Health, Safety and Wellbeing Board the Council's Head of Organisational Resilience on 18<sup>th</sup> April 2018.
  - 10.2 Any required variations from this safety procedure should be brought to the attention of the Council's Head of Organisational Resilience.

## Appendix 1 – Young Persons Risk Assessment Template



## Health and Safety Procedure

HSP 35 Young Persons at Work Procedure



Directorate		Service	
Team		Location	
Young Person		Age	
Employment/work experience start date			
Proposed/agreed working hours		Young person supervised by	
		Safety induction carried out by	
Nature of work to be undertaken		Specific work that must not be undertaken	
Specific hazards/risk identified		Control measures required	
Specific training required by the young person			
Agreed risk assessment review date			
Risk assessment prepared and briefed by			
Name		Position	
Signature		Date	
I have been briefed on this risk assessment			
Name		Position	
Signature		Date	

Note: the briefing shall include:

- The risks identified by the assessment
- The preventative and protective control measures required, ensuring the young person's health and safety
- The emergency procedures and how they will be implemented
- The first aid/welfare arrangements