

Young People at Work Policy

Version Number	2
Revision Date	19 June 2023
Department	Business Support & Transformation
Author	People Partner
Reason for Policy Creation/Revision	Legislation change and updated policy
Data Protection	This policy complies with our Data Protection Policy & Procedures.
Equalities	This policy ensures that we have equal protection in place for employees.
Sustainability	N/A
Proof Read By	Head of HR & OD Health, Safety & Wellbeing Manager
Date Approved	26 July 2023
Approved By	SMT
Next Review Due	26 July 2026
Audience – Training and Awareness Approach	Manager training will be required to support awareness and effective use of the policy.
Effective Date	28 July 2023
Internal References – Policies & Procedures (Located on The Hub)	
External References	Health and Safety Executive (HSE) The Management of Health and Safety at Work Regulations 1999 Young People at Work – HSE Overview GOV.UK

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1. Policy Purpose

- 1.1 Hanover's health, safety and wellbeing duties applies equally to anyone it employs under the age of 18 as they do to anyone else employed by the organisation.
- 1.2 These responsibilities apply irrespective of whether the young person or child is engaged with Hanover as an employee, apprentice or on work experience.

2. Definitions

- 2.1 "*Young Person*" means anyone under the age of 18.
- 2.2 "*Child*" means anyone who has not yet reached the official minimum school leaving age.

3. Young Person's Risk Assessment

- 3.1 As a young person or child are likely to be new to the workplace, a young person's risk assessment must be carried out in conjunction with the Health, Safety and Wellbeing Manager. The risk assessment will detail the supervision arrangements and any restrictions to be followed and consider the following:
 - lack of experience
 - being unaware of existing or potential risks
- 3.2 The assessment should be completed before they start with Hanover, fully considering the responsibilities of the role or placement they are being expected to carry out. Their manager and People Partner should also be involved in these discussions.
- 3.3 This risk assessment should be reviewed before use, for example, where some time may have elapsed since the organisation supported a work placement student. This may require modifications to be made to the relevant template.
- 3.4 With HR input, there may also be a requirement to consider an Occupational Health (OH) referral before the young person or child starts with Hanover. Advice and guidance can be sought from a People Partner especially where there is need to consider any workplace adjustments or control measures in relation to a health condition(s).
- 3.5 Any OH recommendations should be fully incorporated into the young person's risk assessment.
- 3.6 When deemed ready for use, the risk assessment will take account of the young person/child's possible inexperience and their possible lack of awareness of the space they are being required to work in.
- 3.7 Before employing a young person or child, Hanover will provide the parent / guardian with the relevant information on health and safety related risks and any protective measures that are required. There may be instances where this can be communicated via a school/college but the chosen method for communication must be agreed by next of kin.

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- 3.8 Care should be taken, where appropriate, to ensure that work given to the young person or child does not exceed their physical capability or have a detrimental impact on their mental wellbeing.
- 3.9 The Health and Safety Executive identify the following high-risk factors which must be managed for young people:
- Radiation
 - Noise and vibration
 - Toxic substances
 - Extreme temperatures

4. Working hours

- 4.1 Young people and children have different employment rights from adult workers and are protected in relation to the hours they can work. Further guidance must be sought from a member of the HR team before they are due to start with us.
- 4.2 Current statutory guidelines on working hours can for young people and children can be found on the UK Government website.

5. Training and development

- 5.1 Hanover will provide the child/young person with full training which will be proportionate to any potential risk(s) identified in the assessment.
- 5.2 Training should provide the young person/child with a clear understanding of their health and safety responsibilities and enable them to work in a way that does not compromise the health, safety and wellbeing of others.
- 5.3 For any child/young person who may be engaging with Hanover through a work experience programme, tailored induction and training should be considered in relation to their assigned tasks.
- 5.4 The same training (whether as an employee, apprentice or placement) should raise awareness as to how the young person or child is required to report any health and safety concerns.
- 5.5 Managers will be required to schedule more frequent 1-2-1s with any child/young person that they are responsible for. Recurring meetings should help to monitor ongoing support needs, completion of mandatory training and whether any further training is needed.
- 5.6 The above conversations should support the child/young person's manager to check their understanding of hazards and risks in the workplace as well as the health and safety precautions in place to control them.
- 5.7 In addition, frequent reviews of local health and safety arrangements should be undertaken along with recurring checks that the same arrangements work in practice for the child/young person and others. Further guidance can be sought from the Health, Safety and Wellbeing Manager.

6. Apprenticeships

- 6.1 In Scotland, where a modern apprentice joining an organisation has a third party involved in the organising or funding of their off-the-job training element of the apprenticeship, the third party is primarily responsible for the health and safety of the apprentice whilst they complete training. Hanover will work with the third-party provider to ensure any significant risks are being managed proactively.
- 6.2 In Scotland, where a school student is taking up a foundation apprenticeship with an organisation to gain vocational work experience, the organisation will be primarily responsible for the health and safety of the student.

7. Monitoring & Evaluation

- 7.1 This policy does not constitute contractual terms and conditions. Hanover reserves the right to amend any provision of this policy subsequent to appropriate consultation.

8. Reporting Requirements

- 8.1 This policy shall be supported through our workforce and healthy safety data being reported to ELT and SMT on a monthly basis.

9. Review

- 9.1 Hanover undertakes to review this policy regularly, at least every three years, with regards to:
- Applicable legislation, rules, regulations and guidance
 - Changes in the organisation
 - Continued best practice