

# Young Employee Policy

**Starfish 9 Ltd Young Employees Policy 2023 - Issue 3**

(Last Review 7th Jan 2023 - Next Planned Review 26th Jan 2024)

# Young Employee Policy

## Introduction - Young Persons

A young person is someone who has not reached the age of 18, and a child at work is a young person who has not reached the minimum school leaving age (MSLA), usually 15. Young people are at greater risk whilst at work for the following reasons:

- Lack of knowledge and/or training;
- A young person's body has not fully developed; and
- A young person may be more likely to:
  - Take risks;
  - Respond to peer group pressure; and
  - Be over enthusiastic

## Risks

Before employing a young person Starfish 9 Ltd. will conduct a risk assessment to identify control measures needed to minimize health & safety risks specific to the young person. These risk assessments should consider:

- The workplace where the young person will work;
- Physical, biological and chemical agents;
- The work equipment;
- The organisation of work and the processes involved;
- Health & safety training;
- Risks from particular:
  - Agents, carcinogens;
  - Processes, e.g. explosives, COSHH Regulations, manual handling, tools and equipment; and
  - Dangerous work, e.g. working at height and hot-work.

If a significant risk remains after control measures have been introduced, the risk assessment will determine whether the work of young persons should be restricted, or whether the young person must not be employed to do the work.

Young people over the MSLA should not be employed to do work which:

- Is beyond their physical or psychological capacity;
- Exposes them to substances chronically harmful to human health, e.g. those which are known to be either toxic or carcinogenic, or to have effects likely to be passed on genetically, or likely to harm the unborn child;
- Exposes them to radiation;
- Involves a risk of accidents which they are unlikely to recognize because of, e.g. their lack of experience or training; and
- Involves a risk to their health from extreme heat, noise or vibration.

Exceptions to the above may be made where young workers, e.g. apprentices, are doing work necessary for their training, under proper supervision by a competent person / coach, providing the risks are reduced to the lowest level.

Under no circumstances can children under MSLA do work involving these risks, e.g. work experience.

## Control Measures

STARFISH 9 LTD will not take a young person into their employ unless a risk assessment has been carried out. As with any risk assessments, it must be reviewed and revised if necessary periodically or where circumstances (e.g. nature of work changes, incident occurs) may make the risk assessment no longer valid. When carrying out the risk assessment or the review of the risks to young persons, employers must take into consideration:

- The inexperience and immaturity of young persons;
- Their lack of awareness of risks to their health and safety;
- The fitting out and layout of their workstation and workplace;
- The nature, degree and duration of any exposure to biological, chemical or physical agents;
- Work in which there is a risk of their health from exposure to extreme cold or heat, noise or vibration;
- The form, range use and handling of work equipment;
- The way in which processes and activities are organized;
- Any health and safety training given or intended to be given;
- Risk associated with the agents, processes and work listed in the Annex to EC Directive 94/33/EC;
- Accidents, which are unlikely to be recognized because of a lack of experience, training or sufficient attention to safety;
- Provide information to parents/guardians of school age children about the risks and the control measures to be adopted;

- Take account of the Risk Assessments and determine whether the young person should be prohibited from certain work activities except where it is necessary for their training;
- Proper supervision is to be provided by a competent person.

The following generic control measures must also be considered:

- Induction training;
- Close supervision/coaching/mentoring;
- Specific health surveillance;
- Clear lines of communication;
- Restricting the type of work carried out; and
- Restricting the hours worked.

Other factors that should be considered utilising young persons on a site/project include:

- Any statutory restrictions on young persons carrying out activities, e.g. driving;
- Ensuring that any PPE which is required is suitable for their size, shape and purpose; and
- Insurance requirements.

All Starfish 9 Ltd employees/sub contractors are subject to STARFISH 9 LTD site rules and conditions at all times.

All STARFISH 9 LTD employees/sub contractors will receive and sign for a site induction/briefing including STARFISH 9 LTD competencies prior to commencing work onsite.

## Working at height

Any young person must be under supervision at all times when working at height. STARFISH 9 LTD will check with our or our sub-contractors insurer that we have sufficient cover to employ young persons and that there are no limits on height; we must also obtain permission to use young persons at height from the principal contractor – their site rules and instructions are FINAL.

In respect of Sub-Contractors employing young persons, proof of Risk Assessments, information, instruction and training is to be provided prior to commencement on site.

## Hours of work

The regulations require that young workers aged between 16-18 are not employed for more than eight hours a day or for more than 40 hours a week, including overtime hours. **THERE IS NO OPT-OUT AVAILABLE TO YOUNG PERSONS. Employees of this age are also entitled to:-**

- A break of 30 minutes every 4 hours worked.
- A rest period of 12 hours between each working day.
- Two days off a week.

Young workers may not ordinarily work at night between 10pm and 6 a.m.

## Training

Young persons/apprentices will undergo an appropriate apprenticeship which includes successful completion of the Construction Skills programme including college attendance and examinations/on-site assessments.

In terms of competency assessment, apprentices will be subject to assessment at 'Manager' level on completion of their apprenticeship. Part of their development will be aspiring to achieve those competency requirements as well as attaining SVQ/NVQ level 2 qualifications and CSCS cards. They will also be expected to undertake on the job coaching as well as attending and participating in monthly briefings and any appropriate customer training required as part of their development.

## Training

Age legislation removes the age limit on redundancy pay.

**Name:** John Jessimer

**Signed:** 

**Position:** Managing Director

**Date:** 7 January 2023

