

WITHAM AND HUMBER DRAINAGE BOARDS

Four independent statutory Land Drainage and Flood Risk Management Authorities working in partnership.

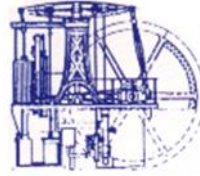


Witham First District IDB



Upper Witham IDB

www.witham3idb.gov.uk



Witham Third District



North East Lindsey

Young People and Work Experience Policy Statement (Child Protection)

Background	<p>Introducing young people to the world of work can help them understand the work environment, choose future careers or prepare for employment. An appreciation of workplace risk and how to deal with it can be one of the biggest benefits offered by a work placement.</p> <p>This policy in association with the Health and Safety Executive Young People and Work Experience guide, is aimed to support the 4 Boards when providing work experience opportunities to young people. It will support those responsible for work experience within the Boards, to ensure young people have their health and safety protected while they are with the Boards.</p>
Statement	<p>The purpose of this policy is to ensure that under health and safety law, work experience students are the Boards employees. The Boards will treat them no differently to other young people the Boards employ.</p> <p>The 4 Boards must protect the health, safety and welfare at work of all their employees, as well as others on their premises, including temps, casual workers, the self-employed, clients, visitors and the general public.</p> <p>The 4 Boards are required to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.</p>
Responsibilities	<p>The Boards agree to meet the legal requirements for the management of Young People under the Health and Safety at work act 1974 and Management of health and safety at work regulations 1999.</p>
Training	<p>HR Lead, Line managers and senior management team to offer support, guidance and signposting.</p>
Equality and Diversity	<p>This policy aims to meet the requirements of the Equality Act 2010 and ensure that no employee receives less favourable treatment on the grounds of gender, sexual orientation, transgender, civil partnership/marital status, appearance, race, nationality, ethnic or national origins, religion/belief or no religion/belief, disability, age, carer, pregnancy or maternity, social status or trade union membership.</p>
Association of drainage Board (ADA)	<p>Local policy in line with ADA Lincolnshire Branch White Book of wages and salaries and conditions of service, 2020.</p>
Dissemination	<p>Board Website www.witham3idb.gov.uk</p>
Version	V5
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Review Date	Within 3 years of approval date.

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1. Introduction

The 4 Boards understand the positive impact that introducing young people to the world of work can help them understand the work environment, choose future careers or prepare for employment. An appreciation of workplace risk and how to deal with it can be one of the biggest benefits offered by a work placement.

2. Legal obligations

The Boards understand the role they have in ensuring that health and safety legislation is adhered to. As part of this, there are certain considerations that need to be made for young people.

Under the Management of Health and Safety at Work Regulations 1999, the 4 Boards have a responsibility to ensure that young people employed by the 4 Boards are not exposed to risk due to:

- lack of experience;
- being unaware of existing or potential risks;
- lack of maturity.

Definitions of young people and children by age

- **A young person** is anyone under 18.
- **A child** is 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.

No young person will be given work which is beyond their physical or emotional capabilities, or for which they will be at risk due to a known medical condition.

No young person will be subject to inappropriate language or behaviour whilst working for the 4 Boards, including bullying, language which could be deemed offensive on racial or sexual grounds, horseplay, initiation ceremonies or unnecessary physical contact.

No young person will be discriminated against on grounds of age, race including colour, nationality, ethnic or national origin, religion/belief or no religion/belief, sex, sexual orientation, disability, being pregnant or on maternity leave, transgender, appearance, social status, carer, being married or in a civil partnership.

3. Considerations

- 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.

consider whether the work the young person will do:

- is beyond their physical or psychological capacity:
this doesn't have to be complicated, it 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:

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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 harmful exposure to radiation: ensure a young person's exposure to radiation is restricted and does not exceed the allowed dose limit;
- 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. The 4 Boards should consider the need for tailored training/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;
- the risks are reduced to the lowest level, so far as reasonably practicable

What does 'so far as reasonably practicable' mean? This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. However, you do not need to take action if it would be grossly disproportionate to the level of risk.

You must let the parents or guardians of any child know the possible risks and the measures put in place to control them. This can be done in whatever way is simplest and suitable, including verbally.

There are other agents, processes and work that should be considered when employing a young person. The following list doesn't cover all of those, but if any of the issues are relevant to your workplace you can find more information on HSE's website:

- biological agents;
- working with chemicals;
- working with lead and lead processes;
- working with explosives, including fireworks;
- working with compressed air;
- construction, including demolition;
- electrical safety;
- agriculture;
- manufacturing.

Working hours and young workers are not governed by health and safety law. Young people and children have different employment rights from adult workers and are subject to protections in relation to the hours they can work.

4. What the 4 Boards need to do

Follow the guidance issued by the Health and Safety Executive. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

Young People and Work Experience: www.hse.gov.uk/pubns/indg364.htm.

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Simply use existing arrangements for assessing and managing risks to young people.

Avoid repeating assessment of the risks if a new student is of a broadly similar level of maturity and understanding, and has no particular or additional needs (the organiser or parent should tell you if they have).

If the 4 Boards do not currently employ a young person, have not done so in the last few years and are taking on a work experience student for the first time, or one with particular needs, review risk assessment before they start.

Discuss the placement in advance with organisers. Take account of what they and the parents or carers tell you of the student's physical and psychological capacity and of any particular needs, for example due to any health conditions or learning difficulties.

Keep any additional work in proportion to the environment:

- For placements in low-risk environments, such as offices or shops, with everyday risks that will mostly be familiar to the student, your existing arrangements for other employees should be enough.
- For environments with risks less familiar to the student (e.g. in light assembly or packing facilities), make arrangements to manage the risks – this will include induction, supervision, site familiarisation, and any protective equipment needed.
- For a placement in a higher-risk environment, such as construction, agriculture and manufacturing, will need to:
 - consider what work the student will be doing or observing, the risks involved in that work and how these are managed;
 - satisfy yourself that the instruction, training and supervisory arrangements have been properly thought through and that they work in practice.

The 4 Boards may, particularly for higher-risk environments, need to consider specific factors that must be managed for young people, including exposure to radiation, noise and vibration, toxic substances, or extreme temperatures.

Where these specific factors exist in the workplace the 4 Boards will already have control measures in place.

This will also apply to legally required age limits on the use of some equipment and machinery (e.g. forklift trucks and some woodworking machinery). Consider whether there is a need to do anything further to control the risks to young people.

Explain to parents/carers of children what the significant risks are and what has been done to control them. This can be done in whatever way is simplest and suitable, including verbally, and is very often done through the school or college.

When you induct students, explain the risks and how they are controlled, checking that they understand what they have been told.

Assess that students know how to raise any health and safety concerns.

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5. Training and supervision

Many young people are likely to be new to the workplace and in some cases will be facing unfamiliar risks, from the job they will be doing and from their surroundings. Provide them with clear and sufficient instruction, training and supervision to enable them to work without putting themselves and other people at risk.

Young people are likely to need more supervision than adults. Good supervision will help get a clear idea of the young person's capabilities and progress in the job and monitor the effectiveness of their training.

The 4 Boards will assign a supervisor who will have the expected level of training to provide supervision to the Young person.

The 4 Boards will consider how much training is necessary. A proportionate approach is needed, for example a low-risk business would not be expected to have a need for lengthy technical training. Similarly, where a student is on a short-term work experience placement, induction and training needs should be tailored to the tasks they are going to be doing.

It is important to check young people have understood the instruction and training which will include, for example:

- the hazards and risks in the workplace;
- the health and safety precautions that are in place.

In workplaces where there are health and safety representatives, they can play a valuable role early on by:

- introducing the young person to the workplace;
- helping with their ongoing training;
- giving you feedback about particular concerns.

As employees, young people have a duty to take care of their own health and safety and that of others who may be affected by their actions.

This includes co-operating with you by listening carefully, following instructions, using any safety equipment that you have provided and taking part in relevant training.

6. Other regulations

Children below the minimum school leaving age (MSLA) must not be employed in industrial workplaces such as factories, construction sites etc, except when on work experience.

Children under 13 are generally prohibited from any form of employment. Local authorities have powers to make bye-laws on the types of work, and hours of work, children aged between 13 and the MSLA can do.

The 4 Boards will not knowingly place a young person with any adult known to be barred from working with children. The 4 Boards will take the appropriate steps to determine whether any employees are debarred from working with children in the planning of the work experience.

Supporting detail can be sourced from HSE's frequently asked questions (FAQs) web page on young people at work provides further advice on making the necessary considerations (www.hse.gov.uk/youngpeople/faqs.htm).