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### Quality, Health, Safety, Environmental & Energy Manual:

**Document No. SM-09**

**Children & Young Persons Policy**

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#### **Policy**

- 1.0 It is the company's policy to ensure as far as is reasonably practicable the safety of all its team members and any others likely to be affected by its activities, in particular children and young persons (C&YP's).
- 1.1 In respect of C&YP's this will be achieved by conducting risk assessments before employment commences and implementing all measures revealed as necessary to ensure the continued safety of such persons.
- 1.2 In addition, the Quality, Health, Safety & Environmental (QHSE) Manager will conduct a watching brief over legislation concerning the employment of C&YP's and include such documents as they consider appropriate in the company's register of applicable legislation.

#### **General**

- 2.0 Leaders responsible for the employment of C&YP's within their respective departments are responsible for the day to day application of this procedure. They will also have the authority, subject to any stipulated expenditure limits, to conduct such actions as are necessary to ensure compliance.
- 2.1 For the purposes of this procedure a YP is anyone over the minimum school leaving age (MSLA) but not yet eighteen. The company expressly forbids (except as 2.2 below) the employment under any terms or conditions of anyone below the MSLA, which may vary according to month of birth but will always be just before or just after the individuals 16<sup>th</sup> birthday.
- 2.2 Children between the ages of 13 and the MSLA age will be allowed temporary "employment" only when subject to the terms and approval of the relevant local education authority and as part of a "Work Experience" scheme.
- 2.3 The parents or guardians of children under the MSLA employed under a work experience scheme (2.2) must be made aware of the key findings of the risk assessment and the control measures adopted. This need not be provided in writing and may be channelled through the child's school or other body organising the scheme or the child themselves if appropriate, but it must, in any event, be done before employment starts.
- 2.4 As with all workers, C&YP's must be informed about the risks to health and safety identified by any risk assessment and the measures introduced to control them.
- 2.5 The company has carried out generic risk assessments for all activities of the enterprise; compliance with the controls in place as a result of these assessments and observance of the instructions below will, as far as is reasonably practicable, ensure the health and safety of all, including C&YP's.
- 2.6 Before starting any work and on the first day of employment all YP's will be inducted as appropriate to the departments area of activity and the tasks envisaged. Because of the degree of supervision required, children will not be officially inducted, they should be placed into the care of a competent team member.

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## Children

- 3.0 No child (see 2.2 Work Experience) will be allowed to enter or work within any company workshop unless assigned to the care and supervision of a competent adult team member. This entails constant presence, not merely assigning tasks and returning at timely periods to monitor safety and progress. No child should, under any circumstance, be left alone and unattended for any period, no matter how brief, in a workshop environment.
- 3.1 Children (see 2.2 Work Experience) will not require the same level of supervision in an office environment. They may be allowed to carry out certain tasks, subject to risk assessment, without direct supervision, but should never be left alone in an office without a competent adult present.
- 3.2 Children must never be allowed to fight any kind of fire, no matter how trivial; they must be evacuated immediately in the custody of the appointed team member.

## Young Persons

- 4.0 YP's will, by virtue of their age, lack of experience and perceived inability to recognise danger, require a greater degree of supervision. It is the Departmental Leader's responsibility to assess the degree of supervision required and ensure that it is provided. Reference to the risk assessment for the specific task and consideration of the individual concerned will assist the leader in coming to a decision in this respect.
- 4.1 YP's will not be allowed to work in any "high risk" area unless in the constant care and one to one supervision of a competent adult.

## Training

- 5.0 All training is carried out under the control of the company's Training Department, which has selected the training establishments on the basis of course content and health safety and welfare provision.