



Young Persons' Risk Assessment Policy

Purpose

To enable Compass Group UK & Ireland to identify and manage the risks that Young Persons are exposed to in the workplace.

Introduction

The law requires employers to carry out an assessment of the risks to health and safety of persons under 18 before they start work. The assessment must take into account: their inexperience, lack of awareness of risks, immaturity, lack of physical strength and height, any health issues and any physical or learning disabilities.

A young person who is less than 16 may only be provided with work experience in conjunction with a school or college education programme. A Young Person who is 16 or 17 years old may be employed subject to the appropriate HR policies.

Young Persons are valuable members of our work teams, and it is our duty to ensure their health, safety and welfare while at work and to recognise their potential vulnerability.

This procedure sets out the activities that Young Persons, can and cannot undertake and specifies the additional arrangements and controls that need to be put in place to ensure their health, safety and welfare. The controls may include induction training, supervision and clear instructions on the tasks they can do.

Actions To Be Taken for Young Persons, 16 and 17 years of age

1. Completion of ES11a Young Persons' Risk Assessment (16 and 17 years)

The Unit General Manager / Site Manager / Unit Manager is responsible for completing a **Young Persons' Risk Assessment (16 and 17 years)** at every unit where any young person is to be employed. This must be reviewed at least every 3 years and, if there are significant changes, or following any incident involving a young person.

A copy of the completed risk assessment must be retained in the Workplace Safety Management System folder. The completed risk assessment must be made available to managers and supervisors who may be involved in the provision of supervision, instruction and training of young persons.

2. Completion of ES11a Risk Assessment Training Record - Young Persons (16 and 17 years)

A **Risk Assessment Training Record – Young Persons (16 and 17 years)** must be completed for each young person who is employed at a unit. This must be done before they start work for the first time. Their manager or supervisor must identify and tick all the hazards that the young person will be exposed to as part of their work activities.

The manager / supervisor must provide suitable instruction, guidance and supervision of the work tasks, insert the date that this was done and initial it. The young person must sign the Risk Assessment Training Record to confirm that the relevant hazards have been explained to them and that they are responsible for following instructions and working safely. The manager / supervisor must sign off the Risk Assessment Training Record to confirm that they have taken account of the young person's experience, risk awareness, maturity, physical capabilities, any health issues and any learning or physical disabilities.

Where there are subsequent job changes or additions to work tasks and therefore potentially exposure to different hazards, this must be identified and the young person's Risk Assessment Training Record updated; it is not necessary to issue and complete a new Risk Assessment Training Record for every event or work task.



However, if a young person works at multiple sites, they must be inducted in the site-specific safety procedures and a Risk Assessment Training Record must be completed at each site.

Actions To Be Taken for Young Persons, less than 16 of age

1. Completion of ES11b Young Persons Work Experience Risk Assessment (<16 years)

Young persons younger than 16 years may only be granted work experience in connection with a school or educational programme, subject to this policy and all relevant HR policies.

The Unit General Manager / Site Manager / Unit Manager is responsible for completing a **Young Persons' Work Experience Risk Assessment (< 16 years)** at any unit where any young person is provided with work experience. This must be reviewed at least every 3 years and if there are significant changes or following any incident involving a young person.

A copy of the completed risk assessment must be retained in the Workplace Safety Management System folder. The completed risk assessment must be made available to managers and supervisors who may be involved in the provision of supervision, instruction and training of young persons.

2. Completion of ES11b Risk Assessment Training Record - Young Persons Work Experience (<16 years)

A **Risk Assessment Training Record – Young Persons' Work Experience (<16 years)** must be completed for each young person who is provided with an opportunity to work at a unit, before they start work for the first time. Their manager or supervisor must identify and tick all the hazards that the young person will be exposed to as part of their work activities.

A letter, using the template provided in ES11b, must be sent to the young person's parent or legal guardian. A copy of the completed Risk Assessment and Risk Assessment Training Record must be included, and the parent or guardian must sign and return the Risk Assessment Training Record to confirm their consent in advance of the child starting work for the first time.

The manager / supervisor must provide suitable instructions, guidance, and supervision of the work tasks, insert the date that this was done and initial it on the returned signed Risk Assessment Training Record. The manager / supervisor must sign off the Risk Assessment Training Record to confirm that they have taken account of the young person's experience, risk awareness, maturity, physical capabilities, any health issues and any learning or physical disabilities.

Where there are subsequent job changes or additions to work tasks and therefore potentially exposure to different hazards, this must be identified, and the young person's Risk Assessment Training Record updated.

Provision of Information, Instruction and Training:

The manager / supervisor will be responsible for providing each young person in their team the appropriate information, instruction and training, and must:

- Take them through a site-specific induction, covering fire and evacuation, welfare, first aid provision, notice boards and incident reporting,
- Familiarise them with the site and the work environment,
- Advise them of clothing standards, and uniform and footwear requirements,
- Provide details of tasks they will be undertaking, and the hazards associated with those tasks,
- Advise them of tasks and activities they will be prohibited from,
- Ensure tasks are within their physical capabilities (including height),
- Advise them to seek help when needed, and not to run or rush,



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- Allocate regular rest breaks,
- Advise of precautions when handling money (where applicable),
- Give instructions of how to deal with customers, including how to deal with threats, violence and intimidation, and
- Provide 'hands-on' assistance and supervision – observation, praise, corrective actions, availability for questions.

Information Sources for Managers, Supervisors and Colleagues

- Agency and Temporary Worker Induction Guidance
- Agency and Temporary Worker Induction
- Site Safety Information Pack (WSMS)
- Relevant Safety Task Cards (WSMS)
- Notice boards and other signage
- COSHH Task Cards